

# ALRESFORD PARISH COUNCIL

## MINUTES OF COMMITTEE MEETING - THE FINANCE COMMITTEE

The Pavilion, Ford Lane (To the rear of the Village Hall)

Friday 16<sup>th</sup> August 2019 at 10.30am

Present: Cllrs Frank Belgrove (Chairman), Linda Belgrove, Ernie Osborne and Ann Wiggins

Absent: Cllr Simon Clark

Also Present: Mrs A Baxter (Assistant Clerk/RFO)

### 19/001 Election of Chairman

Cllr Belgrove explained that items 001 and 002 are no longer relevant as it has been discovered through NALC guidance that the legal position is that if the Chairman of the council is present at a committee meeting he must chair that meeting. If he is not present but the vice-chair of the council is then he must chair the meeting. Therefore, it follows that Cllr Belgrove is chairman of this committee and Cllr Osborne is vice-chair.

### 19/002 Election of Vice-Chair

See above.

### 19/003 Apologies for absence: *To note any apologies.*

None received. It was agreed to remove Cllr Clark from the circulation group for the finance committee as he is not able to attend the meetings. **AB**

### 19/004 Declaration of interests: *To state any interests in the below agenda items.*

Cllr F Belgrove - the Chairman's allowance

Cllr L Belgrove – the EALC

### 19/005 Minutes of the last Meeting: *To approve and sign the minutes of the meeting of the 27<sup>th</sup> November 2018.*

It was resolved that the minutes of the meeting of 27<sup>th</sup> November 2018 are true and accurate.

Proposed: Cllr Wiggins, Seconded: Cllr Osborne, all in favour.

### 19/006 To receive an update on actions from the last meeting not covered elsewhere in this agenda

Cllr Belgrove reported that in response to a query about whether the football club payment had been made, it had been confirmed that the payment was made in advance. Mrs Baxter will invoice the football club in advance of the next payment to be made in December.

All other actions are done or in hand; A risk assessment which covers the cleaning supplies has been done, the 5-year strategy is in process and the spaces and hatching in the car park are in process.

### 19/007 Appointment of Proper Officer (if required)

Not required as the assistant clerk was present.

### 19/008 Review of 1<sup>st</sup> Quarter 2019/20

*To review the expenditure for the 1<sup>st</sup> quarter of 2019/20 against the set budget and consider the reserves.*

It was queried why the staff costs are less than 25%. The budgeted figure includes leeway for overtime.

Signature.....

Date.....

<p>Cllr L Belgrove: something has boosted the heating bill in April. We'll be looking at replacing the heating system for an environmentally friendly system as part of the 5-year plan and will be looking for grants.</p>	<b>5-year plan WP</b>
<p>The recovering of the seats in the Pavilion Hall was discussed. The bench seating is a problem to get into and out of, and the storage underneath a possible fire risk, so it was agreed that the next time they need recovering they will be removed.</p>	
<p>The handyman is getting on well with working through his jobs. We have been lucky with Mr Coham, his work is of a high standard, he is local and well known.</p>	
<p>The car park maintenance item, to replace the damaged slam post, was covered by an insurance claim (less excess), received in 2018/19. It has been hit again and it was discussed that we need to research how to make the post more visible to drivers.</p>	?
<p>The grass cutting has been great, our contractor does a good job and we are fortunate to have them. Cllr Belgrove suggested that we send them a thank you. The finance committee agreed to ask the clerk to do so.</p>	<b>MS</b>
<p>Cllr Belgrove raised the concern that we do not have the full lists of which lights have been upgraded and which are still to do. The assistant clerk will forward the correspondence she has had with the contractor to the committee.</p>	<b>AB</b>
<p>It was discussed that we make residents aware of the electricity savings on the LED replacements via the Advertiser article, and to explain that some streetlights are Alresford PC's, and some are owned by ECC. The final costs savings have not come through yet as not all the changes have been reported to UMSO so once we can give the figures we'll include it in the article.</p>	<b>AB/MS/FB</b>
<p>The EALC subscription increase is due to them relying on their income streams and having to cover increased costs.</p>	
<p>We have not had to do any maintenance on the CCTV in a while. The PC are looking at further CCTV internally for health and safety reasons and at some point there will be repairs and maintenance required. They will look out for grants.</p>	<b>PC</b>
<p>The clerk has pointed out that we are increasing being by the police asked for CCTV images, but that registration numbers aren't always clear. We may need to look at installing better cameras. This can be discussed at the next meeting of the CCTV working party. We'll need to look for grants under crime prevention.</p>	<b>CCTV WP</b>
<p>We have new bins on order, one is to replace a broken bin on Station Road.</p>	
<p>It was discussed that in order to increase our income we need to look at buying into an on-line booking system for the Pavilion. The delays that hirers encounter with the current system may put them off. The system will show the hirer what facilities are available, they can see if the room is available and the cost and they can see what the criteria for hirers is for example if they are allowed to use barbeques. The clerk or RFO will be able to monitor the bookings. We could be asking other users now which systems are best.</p>	<b>PC</b>
<p>When we change over systems a thank you gesture to the volunteer booking clerk would be appropriate.</p>	
<p>Cllr Osborne congratulated Cllr L Belgrove for her research into these systems.</p>	
<p>We looked at the reserve figures, although the 6-month position will give a better idea as we currently have 3 months of precept income unspent.</p>	
<p>It was raised that the PC could be more proactive in raising funds towards particular causes, for example a new eco friendly heating system. We could get a speaker in to tell people about the benefits, and funds raised would add to grants. It would involve the village more.</p>	
<p>The increased housing was discussed, how the additional households would feed into the precept request and how we calculate the additional costs that will be incurred with a larger population. We will be losing the LCTSS grant in 2020/21.</p>	

Signature.....

Date.....

**19/009 Review of quarterly bank reconciliations by a non-signatory of the bank account.**

Cllr L Belgrove examined and initialled the bank reconciliations.

**19/010 Meeting closes**

Cllr F Belgrove requested that a review of the financial risk assessments be added **AB** to the next agenda.

The meeting closed at 11.32.

Minuted by Angela Baxter – RFO & Assistant Clerk  
Contact [rfoapcessex@outlook.com](mailto:rfoapcessex@outlook.com)

Signature.....

Date.....