

ALRESFORD PARISH COUNCIL

MINUTES OF COMMITTEE MEETING - THE FINANCE COMMITTEE The Pavilion, Ford Lane (To the rear of the Village Hall)

Friday 12th October 2018 at 10.00am

Present: Cllrs Frank Belgrove, Linda Belgrove, George Martin, Ernie Osborne and Ann Wiggins
Absent: Cllr Simon Clark

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

1. Election of Chairman

It was resolved for Cllr F Belgrove to be chairman of the Finance Committee. Proposed: Cllr Wiggins,
Seconded: Cllr Martin, all in favour.

2. Election of Vice-Chair

It was resolved for Cllr Osborne to be vice-chair of the Finance Committee. Proposed: Cllr Wiggins,
Seconded: Cllr Martin, all in favour.

3. Apologies for absence: *To note any apologies.*

No apologies were received.

4. Minutes of the last Meeting: *To approve and sign the minutes of the meeting of the 20th July 2018.*

It was resolved that the minutes of the meeting of 20th July 2018 are true and accurate, with the following revision: To change the description "deputy clerk" to "assistant clerk" to match the employment contract. Proposed: Cllr F Belgrove, Seconded: Cllr L Belgrove, all in favour who were present at that meeting.

5. Declaration of interest: *To state any interests in the below agenda items.*

Cllr F Belgrove declared an interest as the recipient of the chairman's allowance in the budget. Cllr Wiggins declared an interest in the grants budget item for Family Support (Autumn Centre).

6. Appointment of Proper Officer (if required)

Not required as the assistant clerk was present.

7. 2nd quarter review

To review the expenditure for the 2nd quarter of 2018-19 against the set budget and consider the reserves.

The PCSO expenditure was discussed, and that the budgeted expenditure should have been higher. The RFO had based the estimate on the first quarter cost but the costs increased as of the second quarter. The 2019/20 budget figure will be more accurate as the RFO has the forward figures.

The neighbourhood plan expenditure is over budget, this is due to approved expenditure on the services of RCCE. The RFO reminded the committee that when expenditure not included in the budget is approved it should be specified where that expenditure is coming from, in this case the general reserve.

Cllr L Belgrove followed up on a discussion in the previous meeting regarding paying monies to a church. It has been debated at EALC whether it can be done under LGA 1972 section 137, and the advice is that you can pay towards the upkeep of a burial ground but not to the church.

Regarding insurance we'll shop around once we reach the end of the current 5 year agreement, in June 2019. Cllr L Belgrove brought some details of an alternative insurance provider to the office.

It was discussed that the Alresford Fete committee has agreed to cover the additional insurance needed for the fete but that it was felt by some that the PC should contribute. This could be done in effect by the fete committee applying to the PC for a grant to cover some of the costs of the fete, when the grant application process starts.

It was discussed that the PC should have sight of, and approve, insurance documents for all organisations who hire the field. Mrs Baxter is to inform the clerk.

Signature.....

Date.....

There are excesses in the expenditure on the Pavilion, but it is having more usage and generating more income. There were items of expenditure outside of the budget agreed separately in PC meetings for health and safety reasons, including the need for automatic roller shutters as they were very heavy to lift.

The PC needs to keep a closer eye on the expenditure for cleaning and supplies. They need to be kept, with an inventory, in a locked cupboard for health and safety and security reasons. Mrs Baxter is to inform the clerk.

It was discussed that the PC needs to sign off prior to any works undertaken, even if done by a volunteer, in case that work results in paying a contractor to come and complete or redo the work.

The work done in drilling a hole through the wall into the PC office was discussed and it was agreed that a meeting should be held with the football club to emphasise that the buildings and field belong to the PC and that permission is needed for works to be done.

The field maintenance is over budget because it includes expenditure approved separately by the PC since the budget was set.

The grass cutting arrangements are resulting in the village looking much better than before, and we have received comments that it is looking beautiful.

Cllr Martin raised an issue with an overgrown hedge on Wivenhoe Road growing over the footpath and into the road. The PC can ask ECC to get involved if the homeowner won't cut it. The clerk could write to the homeowner first and if necessary contact ECC. Mrs Baxter is to ask the clerk regarding the procedure.

Cllr F Belgrove called the lighting contractor who confirmed that he has replaced 17 of the 50 streetlights with LEDs. There will be a large bill for the replacements next year and the year after.

The cost of subscriptions is increasing. A breakdown of the subs expenses was requested for the next meeting.

Cllr L Belgrove raised a concern that TDC has not been charging APC properly for the emptying of waste bins. Cllr Martin suggested that the PC needs something in writing to show that it did contact TDC about this in case they try to charge us retrospectively. Cllr Martin suggested an e-mail to say that APC is seeking to confirm what has been discussed in telephone conversations in that the PC has been advised by TDC that they are correctly charging for the bin emptying, and that if we don't hear back from them with confirmation we will assume that what TDC has stated is a matter of fact for perpetuity. Mrs Baxter is to inform the clerk.

Cllr Wiggins queried the £4,000 figure for Family Support for 2017/18, Mrs Baxter is to check.

The ownership of the VAS was discussed, it was part financed by the PC. The LHP wants the PC to insure it. Mrs Baxter is to ask the clerk.

The noticeboard has been delivered, we are waiting for contractors to install it. It will be installed for free by Pharaoh, who work for Taylor Wimpey.

The PC will lose the Local Council Tax Support Scheme grant over the next two years, this is to be added as an agenda item for the PC meeting.

The grants process was discussed, applications need to be in by 31st December and it will be advertised in the Alresford Advertiser.

The reserves figures were discussed, the general reserve currently stand at about 12 months of expenditure. The public works loan could be paid off early, but it would incur a large penalty. The penalty will reduce so we'll look at this option again in a few years' time.

Cllr L Belgrove commented that the PC needs forward planning, where will the council be in 5 years' time? There should be a forward plan.

Cllr Osborne added that in the next 12 months there will more income to the PC from the new estates and this needs to be looked at carefully. A 5 year period of expenditure will be paid for and after 5 years there will be no more funding, will the precept cover the additional expenditure? Cllr F Belgrove added that with more houses there will be more council tax available.

Mrs Baxter was thanked for the second quarter report.

8. Pavilion hire income payments

To review

It was discussed that the PC should be receiving quarterly payments from the Village Hall for Pavilion hire and that the reason a separate payment is not made directly to the PC from a hirer is that a vote was made by the Village Hall committee to do it that way, it is to do with scheduling. The system is not working in terms of late payment to the PC but everything else is working well. The bookings officer is a volunteer and works very hard, but should it be a paid post to ensure accountability? There are risk factors to consider such as duty of care.

Signature.....

Date.....

It was resolved to instigate a working party consisting of Cllrs L Belgrove, Wiggins and Osborne to look into the matter and to also look at the grant application information before it goes to the PC for approval. All in favour.

It was asked where the income for the hard-court hire is. Mrs Baxter is to ask the clerk.

9. Meeting closes

The meeting closed at 11.10am

Minuted by Angela Baxter – RFO & Assistant Clerk

Contact rfoapcessex@outlook.com

Signature.....

Date.....