

# ALRESFORD PARISH COUNCIL

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

Friday 18<sup>th</sup> October 2019 at 10.00am

Present: Cllrs Frank Belgrove (Chairman), Linda Belgrove, Ernie Osborne and Ann Wiggins  
Also Present: Mrs A Baxter (Assistant Clerk/RFO)

- 19/011 Apologies for absence:** *To note any apologies.*  
Cllr L Belgrove sent her apologies as she would be arriving late.
- 19/012 Declaration of interests:** *To state any interests in the below agenda items.*  
Cllr F Belgrove - the Chairman's allowance (items 16,17 and 18)  
Cllr A Wiggins – Family Support (Autumn Centre) (grants in items 17 and 18)
- 19/013 Minutes of the last Meeting:** *To approve and sign the minutes of the meeting of the 16<sup>th</sup> August 2019.*  
It was resolved that the minutes of the meeting of 16<sup>th</sup> August 2019 are true and accurate.  
Proposed: Cllr Wiggins, Seconded: Cllr Osborne, all in favour.
- 19/014 To receive an update on actions from the last meeting not covered elsewhere in this agenda**  
Cllr F Belgrove: The grants for CCTV have not been done yet. It has been agreed that the new bins will be purchased in house as TDC are taking too long to do it. An on-line booking system for the Pavilion is being investigated. EALC is recommending that PCs use one and will be recommending a particular type. There are 6 streetlights left to replace with LEDs. It was discussed and agreed that it would be better to get this done in this financial year. Mrs Baxter is to let A&J Lighting know.  
The financial risk assessment has not been done yet; this will be a priority for the next meeting.
- 19/015 Appointment of Proper Officer (if required)**  
Not required as the assistant clerk was present.
- 19/016 Review of 2<sup>nd</sup> Quarter 2019/20**  
*To review the expenditure for the 2<sup>nd</sup> quarter of 2019/20 against the set budget and consider the reserves.*  
The summary was reviewed, and it was discussed that there is nothing to worry about. Any expenditure over 50% is accounted for. The cleaning and supplies is high due to using a contractor to cover Mr Milburn.  
The total expenditure is at 48% of the budgeted expenditure, so it was agreed that we are on target.  
The unallocated general reserve has increased, the income is higher than that budgeted for Pavilion hire and VAT refunds, and there was also a refund from Eon after the streetlighting costs were reduced due to LED replacements.
- 19/017 Draft Budget for 2020/21**  
*To review a draft budget and precept recommendation for 2020/21. (To be finalised once the tax base figures are known).*  
It was explained that as we do not have the tax base figures from TDC yet we will not be able to finalise the precept recommendation as we will not know the impact on local residents.

Signature.....

Date.....

The committee reviewed the budget line by line and made changes. The wages were increased to cover overtime for the clerk and additional hours for the RFO/assistant clerk to cover additional work.

Printing costs for the Neighbourhood Plan were discussed, Mrs Salazar will look into this and advise the committee.

**MS**

Cllr L Belgrove arrived.

The Chairman's allowance was discussed, and it wasn't felt that it needed to increase. There was a discussion around whether other councillors should receive an allowance to cover their expenses and it was felt that this would be a good idea. The council should look at this annually. They could benchmark against St Osyth who do pay councillor allowances.

The PWB loan repayments gradually decrease year on year. Mrs Baxter is to send the committee the latest PWB Loan statement.

**AB**

The Pavilion expenses are likely to increase. An item for a new booking system was added for £500. A new heating system was also added for £4,880.

It was discussed that replacements are necessary for the playground but that it is difficult to get grants for replacements. The budget for this item was increased to £4,600.

The car park is currently having cross hatchings done and bays will also be marked out this financial year. Residents have criticised the urban look of the car park, so some soft landscaping ideas were discussed, including the suggesting of hiring planters already planted, which the council then maintains. The budget for car park maintenance was increased to £1,000.

CCTV - the council are discussing interior work, but this will be cheaper than exterior.

Allotments – Cllr Osborne thinks that the land was bequeathed to the village. We are currently paying rent to TDC. This is to be investigated. Cllr F Belgrove reported that the polytunnel is up.

**FB?**

Grass cutting and maintenance for the village by J's Garden Services – the costs will increase with extra work for them to do. The budget was increased to £8,000. Cllr Osborne added that at some stage in the future we will need to maintain the open spaces on the Taylor Wimpey site, and as of yet we have not been paid any maintenance money. This will be actioned when 25% of the buildings have been built.

Street lighting – There are 6 remaining lights to upgrade to LED. Mrs Baxter asked if there was a preference to do them in this or the next financial year. It was agreed to do it as soon as possible, so a budget for LED replacements was removed.

Subs – Cllr L Belgrove declared an interest in EALC. It was discussed that the EALC fee is high but that it's the only way to access NALC and that it's important we belong to them for the benefit of the village.

Waste bin provision and installation – Cllr F Belgrove state that we'll need to change 6 over next year so costs have been included for those.

Signage – the budget item has remained as we'll need it for some signage for the gates.

Alresford Advertiser – the cost will go up to reflect the additional distribution to more homes.

It was agreed to keep the grants budget at £5,000.

For capital expenditure it was agreed to create a reserve fund of £2,000/year for 3 years to cover the future costs of capital purchases.

Income – We used to have hard court hire, but we have nothing regular now.

Pavilion hire – we have regular hirers now which will continue.

It was asked that where hirers of the Pavilion ask for use of the playing field or outside area should we charge extra? There could be circumstances where we do, and we should set out our criteria for hiring the field.

Allotment income was discussed and whether the fees should increase. They were last increased in 2010/11 from £15 to £20 and from £12.50 to £17.50 depending upon the size of the plot.

Signature.....

Date.....

It was discussed that we could give plenty of warning, and that we don't want to dissuade people. The allotments working party could discuss and invite all the holders in for a meeting. The transformation of the allotments over the past 2 years has been great.

Recycling credits – Cllr Osborne asked how is the weight monitored for glass collections?

After changes the net budget figure (expenditure less income) is £84,200. Until we have the tax base figure from TDC we can't go any further. The tax base should increase as 60 houses have been built since last year, so this will have an impact on the council tax. However, loss of the LCTS grant will also have an impact. Cllr L Belgrove felt that we should explain to the residents about the loss of the grant causing the precept to automatically go up each year.

**AB to ask  
MS**

**19/018 Financial Regulations Review**

*To review the regulations updated for the latest pro-forma received from EALC/NALC.*

Item 5.5 was discussed as the latest regulations refer to the clerk and RFO, but it was felt that there should be a separation of roles and duties and that as this is the RFO's role the reference to clerk will be deleted.

Item 6.21 – this was changed to include the clerk as the clerk is in the office more regularly to be able to provide petty cash. The clerk is to let the RFO know when petty cash has been paid out. We need to find somewhere locked that both the clerk and RFO can access for the petty cash.

Item 13.4 – it was felt that the stocks and stores checks should be a joint role, so clerk has been added.

The reviewed and revised regulations are to be recommended to the Parish Council for approval.

**19/019 Approval of upcoming items if expenditure:**

- i) To consider approval of a £200 budget for new website expenses.*

It was resolved to approve the above budget. Proposed: Cllr Wiggins, Seconded: Cllr L Belgrove, all in favour.

- ii) To consider approval of a £150 budget for leaflet delivery expenses for the neighbourhood plan.*

It was resolved to approve the above budget. Proposed: Cllr F Belgrove, Seconded: Cllr L Belgrove, all in favour.

**19/020 Review of quarterly bank reconciliations by a non-signatory of the bank account.**

Cllr L Belgrove verified and initialled the bank reconciliations for the quarter in accordance with Financial Regulation 2.2.

**19/021 Meeting closes**

The meeting closed at 11.48.

Minuted by Angela Baxter – RFO & Assistant Clerk  
Contact rfoapcessex@outlook.com

Signature.....

Date.....