

# Chiseldon Parish Council



## Minutes of the Finance Committee meeting

held on **Wednesday, 26<sup>th</sup> July 2017** in the Old Chapel, Butts Road at 7.30pm

**Present:** Cllrs Matthew Harris (MH) (Chair), David West (DW) Vice Chair, Caroline Brady (CB), Ian Henderson (IH) and Clair Wilkinson as Clerk

**Public:** Paul Sunners. Brian Boston and Julie Porte from Chiseldon Tennis Club

**Apologies:** None

**Non-attendance without apologies:** Cllr Phil Costigan (PC) and Cllr Paul Walton (PW)

**Note** – Cllr Jane Beaumont as resigned from the Council

**Declarations of interest:** IH is an allotment holder

### 17/25 Public Recess

No public, but Cllr P Sunners in attendance. Also Brian and Julie from the Tennis Club

### 17/26. Minutes of the previous committee meeting held on 31<sup>st</sup> May 2017

No amendments

The minutes of the meeting held on 31<sup>st</sup> May 2017 were then approved on a resolution by DW and seconded by IH; all at the meeting were in favour.

### 17/27. Matters arising

None

### 17/28. Action Points

<b>Clerk</b>	<b>16/65</b>	<b>With MH.</b> To jointly review the bank balance against budget each month to show each Committee their spend and factor in forecast future spend against budget items COMPLETED
	<b>16/65</b>	Invite Committee Chairs to relevant Finance meeting to discuss their years expenditure plans against budget . COMPLETED
	<b>17/13</b>	Talk to Jodie at Wroughton PC for update on library situation. COMPLETED
	<b>17/13</b>	Ask on FB, Bell and website if there is support for funding a session at Wroughton Library. COMPLETED
	<b>17/13</b>	Ask SBC for figures of mobile library users who now use

		Wroughton Library. COMPLETED
	<b>17/17</b>	Arrange for costings for new CVPA signs. COMPLETED
	<b>17/17</b>	Make sure committee chairs are invited to July finance meeting. CARRY FORWARD
	<b>17/19</b>	Send round CTSG information for June full council meeting. COMPLETED
	<b>17/19</b>	Ask other PC's what CTSG option they voted for. COMPLETED.
	<b>17/21</b>	Send MH the bank mandate forms to print out. COMPLETED
	<b>17/22</b>	Ask Allbuild for contribution to tombola prize for fete. COMPLETED
<b>Cllr Harris</b>	<b>17/17</b>	In July full council meeting brief chairs on expenditure vs available funds based on their original precept request. COMPLETED
<b>Cllr Brady</b>	<b>17/24</b>	Look at holding quarterly strategy meetings. CARRY FORWARD

There is a new action for the Clerk to ask Jodie at Wroughton if any other parishes have come forward with offers of funds.

### **17/29 Review of Tennis Club invoice to be paid in October 2017 as per contract**

Firstly, it was discussed that standing orders were suspended for this agenda item to allow Cllr Paul Sunners (PS) to participate in the discussion.

**CB proposed we suspend Standing orders for this agenda item, DW seconded and all Cllrs were in favour.**

CB started the discussion by stating that the Finance Committee are responsible for the financial aspects of the Tennis Club contract and for the terms of the lease itself. The Tennis Club reps were invited to the meeting so that in Oct 2017 it was understood, with regards to the change in the payment schedules and the amounts due, how these figures had been calculated.

CB advised of the items requiring contribution from Oct 2017 and that our first calculation of this puts the cost at around £667 per year. An official invoice will be prepared for these costs prior to Oct.

Brian stated he would like to see the original paperwork from 2014 which shows how the 2014 estimated figure was reached. (£337)  
He would also like to see the invoices that make up the 2017 figures.

After some discussion it was agreed that the 2017 figures would not be an issue to provide as these are taken from the current working set of accounts. Although there is no validity in looking at the 2014 invoices as they bear no relation to the 2017 calculation the Committee have agreed to furnish the club with these invoices in due course with an August 31st deadline.

The Tennis Club are to formally write to CPC stating their reasons for wanting to see the 2014 accounts figures.

IH asked the TC what the next steps are in their view. The Club stated they will pay the 2017 invoice but they will be looking at the figures closely.

The question of public liability insurance was raised as the Council are responsible for liability as the landlord and the contract states there is the provision for the club to contribute towards insurance. The Club stated they also had their own public liability insurance so the Clerk has an action to make sure this is presented to the Committee. They will also check whether their insurance has provision for building and courts cover.

PS commented that we all want a successful club and there has been a long history of monthly representation from the TC at the Recreation meetings. We need to work towards a solution for all.

There was comment about bad feeling from the TC about perceived treatment when the club was first created. It was noted that no members of the Finance Committee at the meeting were present or involved in this issue so they had no historical bias.

MH ended the discussion by stating that this agenda item was to begin a discussion with regards to the first figure created for 2017 payment and discuss previous concerns from the TC Treasurer that funds may not be available from the TC for future court painting and resurfacing work as per the contract schedule.

The TC confirmed they can paint the courts on schedule with no financial difficulties.

Currently Brian and PW monitor the courts each year for deterioration.

They are aware of the resurfacing date and have funds set aside in an account for this.

The Clerk provided Brian with a copy of the Treasurers report where the Treasurer stated the reservations in meeting the maintenance schedule.

Actions are for the Clerk to provide the 2017 invoices for review, and by the end of August to provide the 2014 figures for information purposes.

Brian commented that he doesn't think the TC should be held to the maintenance schedule and he would be disappointed if they were. MH noted that the lease is very clear about this subject.

MH would like it noted on the minutes that he sees no reason why the TC require the 2014 figures as they bear no relation to the 2017 figures to be paid.

Brian shared his figures with us that he calculated using his household bills and increases in payments.

DW confirmed that the TC need to write to us formally stating why they want to see the 2014 figures.

Julie and Brian left the meeting 20.41

PS left the meeting at 20.45

### **17/30. Review Accounts**

The figures for July to date were reviewed with no comments.

**IH proposed the acceptance of these figures, CB seconded and all those at the meeting in favour.**

### **17/31. Discussion and Vote on increasing Sanders monthly website input to 10 hours. An increase of £30 per month.**

***A resolution was proposed to accept this increased expenditure. This was proposed by DW, seconded by IH, all those present in favour.***

### **17/32. Discussion and vote on tree trimming in Butts Road Cemetery. Two trees at £180 per tree by Morgan Tree Surgery.**

***A resolution was proposed to accept this expenditure. This was proposed by IH, seconded by CB, all those present in favour.***

### **17/33. Underlay at an approx. cost of £100 for new Chapel carpet.**

**A resolution was proposed to approve these costs. This was proposed by DW, seconded by CD and all those at the meeting in favour.**

### **17/34. Vote on 2 new allotment water tanks. £125.09 per tank plus £200 labour costs plus delivery.**

**A resolution was proposed to approve these costs. This was proposed by MH, seconded by CB and all those at the meeting in favour.**

Let it be noted that IH did not partake in this vote as he is an allotment holder.

### **17/35. Vote on expenditure for repairing the football pitch goal mouths at the Recreation Ground. £500 plus VAT**

**A resolution was proposed to approve these costs. This was proposed by CB, seconded by DW and all those at the meeting in favour.**

### **17/36 Vote on expenditure of new paint for football barriers. £117 plus VAT.**

**A resolution was proposed to approve these costs. This was proposed by CB, seconded by IH and all those at the meeting in favour.**

### **17/37 Discussion on Speedwatch Milegage costs.**

The Speedwatch association is not officially linked to the PC. The only link is that Cllr Rawlings happens to be a member.

It was decided that Cllr Sunners can raise this at full council if he wishes to see if expenses for travelling should be paid in future. The Committee can then look at retrospectively reimbursing PS for his costs.

There was no-one at the Finance meeting who proposed paying these costs so no vote could be taken.

### **17/38 Review and vote on STORM proposal.**

The Clerk is to advertise for other businesses to quote for the service on a like for like basis. This will be placed on our website with a deadline of 21<sup>st</sup> August. Any tenders must be able to get to us within 90 minutes of an emergency issue.

The Clerk will send the advertisement around for approval before it is posted.

Need the SLA details from STORM so we can also add these to our advert.

**A resolution was proposed that this is the correct course of action. This was proposed by CB, seconded by IH and all those at the meeting in favour.**

The proposal can then go to Full Council for final vote on a recommendation from the Finance Committee.

### **17/39 Get the Clerk First Aid and Fire Marshall trained**

This was approved in principle but costs are needed. The Clerk is to talk to St Johns Ambulance for options.

### **17/40 Street cleaning costs to be voted on. £247.50 total**

A priority list of streets has been drawn up, with 15 hours of work from Allbuild allocated at a cost of £16.50 per hour.

**A resolution was proposed to approve these costs. This was proposed by CB, seconded by DW and all those at the meeting in favour.**

### **17/41 New signs for CVPA - £200**

**A resolution was proposed to approve these costs. This was proposed by CB, seconded by DW and all those at the meeting in favour.**

### **17/42. Any other Business**

None

Meeting closed at 21.27

**Date of next meeting:** Wednesday 27<sup>th</sup> September 2017 at 7.30pm in the The Old Chapel, Butts Road.

### **ACTION POINTS TO BE COMPLETED BY NEXT MEETING DATE**

- |              |              |  |
|--------------|--------------|--|
| <b>Clerk</b> | <b>17/28</b> | Contact Jodie at Wroughton Council to ask what other Councils have committed to funds for the library. |
|              | <b>17/29</b> | Ask the Tennis Club to provide their public liability insurance documents                              |

- 17/29** Provide the TC with the 2017 figures that make up their payment due to the contract deadline, and provide 2014 figures by the 31<sup>st</sup> August.
- 17/37** Advise Cllr Sunners that he can raise the issue of Community Speed Watch meeting attendance being covered by mileage expenses at next full council. If the full council is in agreement then the Financial Regs can be changed and approved by the Finance Committee and Full Council and Cllr Sunners costs re-imbursed retrospectively.
- 17/38** Create an advert for the PC website to attract quotes for services the same as STORM. Also ask STORM for their SLA details.
- 17/39** Talk to St John's ambulance in regards to First Aid courses
- 17/17** Make sure committee chairs are invited to July finance meeting. CARRY FORWARD
- Cllr Brady 17/24** Look at holding quarterly strategy meetings. CARRY FORWARD.