

Chiseldon Parish Council



Minutes of the Finance Committee meeting

held on **Thursday, 4th January 2018** in the Old Chapel, Butts Road at 7.30pm

Present: Cllrs Matthew Harris (MH) (Chair), Caroline Brady (CB), Matthew Clarke (MC), Cllr David West (DW Vice Chair, and Cllr Phil Costigan (PC) and Clair Wilkinson as Clerk

Public: No public

Apologies: Cllr Ian Henderson (IH)

Non-attendance without apologies: None

Declarations of interest: None

17/104. Public Recess

No public.

17/105. Minutes of the previous committee meeting held on 30th November 2017

No amendments

The minutes of the meeting held on 30th November 2017 were then approved on a resolution by CB and seconded by PC; all at the meeting were in favour.

17/106. Matters arising

None

17/107. Action Points from 30th November meeting

ACTION POINTS TO BE COMPLETED BY NEXT MEETING DATE

Clerk	17/50	Clerk to arrange first aid course attendance with St Johns Ambulance. BOOKED
	17/51	Clerk to sign up to SLCC course. ONGOING – AFTER END OF YEAR IN MARCH
	17/58	Create a tender requirement document. ONGOING
	17/97	

		Advise STORM to wait for 2018/19 dates for fixed wire testing. DONE
	17/94	Clerk to purchase 2 new books – allotment law and highways law from SLCC. DONE
	17/95	Arrange transfer of electricity supply to EDF on 1 year deal from Feb 2018. DONE
	17/96	Ask SBC for grants available to create community book swap services and reply to Wroughton library with regards to their library funds request. ONGOING. Cllr Mary Martin at SBC suggested the Wroughton solar panel fund.
	17/101	Add the need for a data protection officer to Jan 2018 full council agenda. DONE
	17/101	Ask Stephen Taylor at SBC for further Data Protection guidance. ONGOING – TO BE DISCUSSED AT JAN CLERKS FORUM
Cllr I Henderson	17/83	Create Data Protection policy for review at Nov 17 Finance meeting. POSTPONED TO 2018
Cllr M Harris	17/102	Draft letter to Tennis Club containing 2017/18 invoice figures and request to see their accounts. DONE, AND INVOICE PAID

There is a new action point for the Clerk to remind the Tennis Club that the accounts are due to be presented for inspection.

17/108. FINANCE. Review Accounts

The figures for all of November and December were reviewed with no comments.

A proposal was made by DW that the figures were accurate and accepted. Seconded by PC; all were in favour.

Resolved that:

- **The document supplied by the Clerk represents a true and accurate reflection of the accounts for the month of November and December 2017.**

17/109. FINANCE. Vote on payment to Morgan Trees for £160.00 to trim apple trees in allotments. Requested by EPGA committee

A proposal was made by PC, seconded by CB. All were in favour.

Resolved that:

- **£160 be spend on trimming the apples trees at the allotment**

17/110. EGPA request to purchase new plastic dog bin for the Rec field as the old one has corroded.

Costs are: £225.00 for the bin. £22.95 for delivery and £50.00 for installation and disposal of old bin. All ex VAT

A proposal was made by PC, seconded by CB. All were in favour.

Resolved that:

- **The above funds be spent on a new dog bin for the Rec field to replace the corroded metal one.**

17/111. FINANCE. Vote on spending £600 plus VAT on growth regulator for the Rec field. To come out of 2018/19 budgeted funds for the improvement of the pitches.

The Committee was in agreement to spend these funds. The money is already set aside in the 2018/19 budget for this, so a vote is not needed.

17/112 BUDGET. Budget and Precept review for 2018/19

The finalised figures from MH were reviewed by the Committee. The new additional costs decided on in November 2017's Finance meeting had been added to the calculation.

This takes the new total for the 2018/19 precept to £134,270.60. The original draft figures for 2018/19 were £121,330.60.

This is an overall increase of 27.87% against the £105,000 precept last year.

The governance review in 2017 which re-drew the parish boundaries to remove Badbury Park and Coate from the Parish has resulted in a reduction in properties eligible to pay the precept.

If there had been no change to the 2018/19 precept figure then the overall amount per household would increase by 14.85% in any event due to the lower number of houses over which the precept is spread.

The benefits of the increased precept were discussed at length and it was felt that it was necessary to request an increase in order for the council to deliver better services and amenities for its residents.

The budget contains just over £20,000 for unexpected costs of an urgent or H&S nature.

A proposal was made by DW to round the precept to £135,000 and approve the budget presented for 2018/19, this was seconded by PC. All were in favour.

This sets the Band D equivalent precept at £135.49; an increase of £43.74 per annum or 84.1p per week. Although the precept amount has increased by 28.6%, the final increase is 47.67% due to the reduction in band D equivalent households over which the precept is spread from 1144.4 to 996.4.

Resolved that:

- **The value of the 2018/19 precept to be presented to full council on 8th January 2018 is £135,000 to be supported with the budget as discussed.**

A Q&A document for residents and SBC will be created to advise on the changes.

17/113. POLICIES AND LEASES. Data Protection document update

Nothing to add; still waiting for SLCC to publish their policy which Parish Councils can adopt.

17/114. Any other Business

CB noted that Lois at Royds Withy King was happy with the amended contract for STORM. A termination clause needed to be added.

There is an action for the Clerk to ask STORM to increase the public liability insurance to £10 million.

Meeting closed at 20.35

Date of next meeting: Thursday 22nd February 2018 at 7.30pm in the The Old Chapel, Butts Road.

ACTION POINTS TO BE COMPLETED BY NEXT MEETING DATE

Clerk	17/51	Clerk to sign up to SLCC course. ONGOING
	17/96	Create a tender requirement document. ONGOING
	17/101	Ask SBC for grants available to create community book swap services and reply to Wroughton library with regards to their library funds request. ONGOING
	17/107	Remind Tennis Club that accounts are due to be presented for review.
	17/114	Ask STORM to increase their public liability insurance to 10 million.
Cllr I Henderson	17/83	Create Data Protection policy for review at Nov 17 Finance meeting. POSTPONED TO 2018
Cllr M Harris	17/112	Create a Q&A document along with the Clerk for answering any questions on the 2018/19 precept.