

# **Chiseldon Parish Council**



## **Minutes of the Finance Committee meeting**

held on **Thursday, 22<sup>nd</sup> February 2018** in the Old Chapel, Butts Road at 7.30pm

**Present:** Cllrs Matthew Harris (MH) (Chair), Caroline Brady (CB), Matthew Clarke (MC), Cllr Ian Henderson (IH), and Cllr Phil Costigan (PC) and Clair Wilkinson as Clerk

**Public:** No public

**Apologies:** Cllr David West (DW)

**Non-attendance without apologies:** None

Also in attendance, Mick Molloy from the Tennis Club

### **Declarations of interest:**

Matt Clarke is a member of the football club.

### **17/115. Public Recess**

No public

### **17/116. Minutes of the previous committee meeting held on 4<sup>th</sup> January 2018**

No amendments

The minutes of the meeting held on 4<sup>th</sup> January 2018 were then approved on a resolution by CB and seconded by MH; all at the meeting were in favour.

### **17/117. Matters arising**

None

## 17/118. Action Points from 4<sup>th</sup> January meeting

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

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

Cllr Costigan arrived at 19.33

### 17/119. FINANCE. Review Tennis Club accounts

Mick presented the accounts to the committee which had already been distributed before the meeting.

The club are adding £2000 to £3000 a year to their "war chest". There is currently £8000 in this fund and the rest of their funds total £2000.

They are meeting the projections for painting the court surfaces but do not yet have the funds for re-surfacing the courts which is after the painting which is approximately £30,000.

PC suggested they clearly ring fence these amounts in their accounts so it's visible as to what is set aside.

The club will be looking at grants nearer the time to assist with resurfacing.

They still need more members and have applied for a £1000 grant to be used to encourage new members.

CB advised that the Council are still arranging an independent inspection of the courts so both parties know the current situation.

Phil Kerley will be promoting the Easter kids tennis clubs.

MH offered the help of the Committee and the council if they need assist with finance calculations.

Mick left the meeting at 19.51

The Clerk has an action point to schedule an item agenda for the Tennis Club for the next Finance meeting.

**17/120 FINANCE. Review February figures**

The figures were not available so the Clerk will distribute for the March Full council meeting.

**17/121. FINANCE. Discussion & Vote on changing bank account and number of signatories to enable BACS payments.**

Currently, Santander will only allow BACS payments where there is 1 signatory. CPC currently need 3.

The Clerk is to contact Lloyds to see how many signatories they require.

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

**RESOLVED THAT:**

- **The clerk investigate alternative banking arrangements that will permit online BACS or Faster Payments with two signatories.**

The Clerk is to report back on progress at the next meeting

**17/122. EXPENDITURE. Storing old documents.**

With regards for storing documents, paper or otherwise, it was decided that the Clerk will purchase a large capacity NAS drive and store more paper documents on the drive to reduce paper storage.

This will be discussed further in 6 months' time to see if working adequately. To be dealt with via expenses.

**17/123. EXPENDITURE. Increase external CVPA checks to ensure safety of the site.**

The proposed schedule for checks is:

3 ¼ inspection checks costing £52.50 plus VAT per inspection from The Play Inspection Company as well as the additional yearly inspection.

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

**RESOLVED THAT:**

- **The clerk authorise payment for three quarterly inspections at £52.50 + VAT in addition to the existing annual inspection.**

**17/124 EXPENDITURE Receiving funds from the Memorial Hall trust on behalf of the Football Club and buying their mower for them, saving costs on the VAT element for the club.**

After discussion it was decided that should it be legal to do so, the Council would accept the grant money, purchase the mower for the club and then gift it to them. This then allows them further funds from the savings made by not paying VAT on the purchase.

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

**RESOLVED THAT:**

- **The council will accept a grant from the Memorial Hall Trust.**
- **The council will purchase the mower using the grant.**
- **The council will gift the mower to the Football Club.**

MC & PC did not partake in the discussion or vote.

The Clerk has an action to check this with Matthew at Sansum to check on the VAT treatment for this transaction.

**17/125. POLICIES AND LEASES. Financial Regulations update for pension payments.**

The financial regulations had been updated to include requirements for pension payments for staff and distributed to Cllrs to read.

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

**RESOLVED THAT:**

- **The changes be accepted as presented by the clerk.**
- **The changes are recommended to full council for final approval.**

**17/126 POLICIES AND LEASES. Hiring of the Chapel as a meeting room.**

The committee agreed that the same charge as the Rec Hall should apply. £30.00 per AM or PM session.

**17/127 POLICIES AND LEASES. Review of Countrywide costs and new quote from Allbuild for grass cutting at the CVPA, Rec ground and cemeteries.**

After reviewing the Allbuild quote and discussing the merits, the committee decided to recommend to full council that the contract be awarded to Allbuild with the reasons why.

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

**RESOLVED THAT:**

- **A recommendation to change contractors to Allbuild be made to Full council for the contract for CVPA, Rec ground and cemeteries.**

### **17/128. STAFF & HR. Clerks weekly checks of CVPA.**

The checks currently take the Clerk 20 minutes. These can be done during the Clerks 22 hours a week contracted time, or an extra payment can be made to do this outside the 22 hours a week.

The committee decided to leave as part of the Clerks 22 hours and review it in 2 months when the Clerks annual review was due.

### **17/129. Any other Business**

There is a volunteer who wishes to run a funeral planning session at the Rec Hall for free. Request is to provide hall facilities free of charge. The committee had no issues with this.

Meeting closed at 20.40

**Date of next meeting:** Thursday 26<sup>th</sup> April 2018 at 7.30pm in the The Old Chapel, Butts Road.

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

<b>Clerk</b>	<b>17/51</b>	Clerk to sign up to SLCC course. ONGOING
	<b>17/96</b>	Create a tender requirement document. ONGOING
	<b>17/101</b>	Ask SBC for grants available to create community book swap services and reply to Wroughton library with regards to their library funds request. ONGOING
	<b>17/119</b>	Add TC discussion to April Finance meeting
	<b>17/121</b>	Talk to Lloyds bank about number of signatories for payments.
	<b>17/122</b>	Purchase NAS drive for storing documents. Add item to agenda for 6 months' time for an update review.
	<b>17/124</b>	Talk to Matthew at Sansums to see if PC can accept Memorial fund grant for Football club and purchase their mower and gift it to them.
	<b>17/127</b>	Add agenda item to March full council meeting to recommend moving contract for grass cutting for Rec ground, CVPA and cemeteries to Allbuild.
	<b>17/128</b>	Make sure Clerks annual review includes discussion on CVPA checks.
<b>Cllr I Henderson</b>	<b>17/83</b>	Create Data Protection policy for review at Nov 17 Finance meeting. POSTPONED TO 2018