

# Chiseldon Parish Council



## Minutes of the Finance Committee meeting

held on **Thursday, 20<sup>th</sup> September 2018** in the Old Chapel, Butts Road at 7.30pm

**Present:** Cllrs Matthew Harris (MH) (Chair), Ian Henderson (IH) (Vice Chair), Caroline Brady (CB), Paul Walton (PW), Denise Rogers (DR), Michelle Harris (MIH) and Clair Wilkinson as Clerk

**Public:** No public

**Apologies:** Cllr Matt Clarke (MC)

**Non-attendance without apologies:** Cllr Phil Costigan

### Declarations of interest:

None

### 18/61. Public Recess

No public

### 18/62. Minutes of the previous committee meeting held on Thursday 23rd August 2018

No amendments

**The minutes of the meeting held on 23<sup>rd</sup> August 2018 were then approved on a resolution by PW and seconded by DR; all at the meeting were in favour.**

### 18/63. Matters arising

None

### 18/64 Action Points from 23<sup>rd</sup> August 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. Draft circulated to MH, IH and CB – add to next agenda.
	<b>18/22</b>	Run off accounts report showing work Allbuild has carried out that is not Parishing related. DONE & SENT TO CLLRS
	<b>18/25</b>	

Chase up Stephen Maskell at SBC on GDPR training.  
ONGOING – STILL NO REPLY

**18/35**

**WITH CLLR BRADY AND CLLR MATT HARRIS** – Look at options for Clerks hours or Admin assistant and report back at next meeting. ADD TO NEXT AGENDA

**18/36**

Look at options for ceiling mounted projector and new screen. ONGOING

**18/48**

Get quotes for Tennis court fencing repairs for next meeting. DONE

**18/50**

Invoice Football Club £150 for contribution to Xmas tree and electricity. DONE AND INVOICE PAID

**18/52**

Get quotes for Rec carpark work for next EGPA meeting. ONGOING

**18/53**

Add to next EGPA agenda – look at rest of the costs such as pitch hire and allotments to see if any increases are needed. DONE

**18/54**

**With Cllr Denise Rogers.** Look for manual for the Chapel radiator. DONE

**18/54**

Check Rec ground maint figures for accuracy. ONGOING

**18/55**

Amend new allotment lease as per comment in minutes. DONE

**18/57**

Clerk to investigate insurance details and ask SLCC for details on hiring a handyman. ONGOING

**18/58**

Move Clerks hours/Admin assistant role to Sept meeting. MOVE TO OCTOBER MEETING – AS ITEM 18/35

The Clerk has a new action point to add the softball costs to the next EGPA agenda.

### **18/65 FINANCE. Review & approve September to date figures**

The committee reviewed the figures and MH enquired about the 2 NEST payments per month for pensions. The Clerk confirmed that the auditor had recommended 2 accounting entries – one for the Parish Council contribution and one for the staff contribution.

### **18/66. EXPENDITURE Repairs to fencing at Tennis Courts**

Quotes received were from:  
Allbuild £50.00 plus VAT  
Grass Valet £90.00 plus VAT

**A proposal was made by PW to approve the quote from Allbuild. Seconded by CB and all Cllrs in favour.**

**RESOLVED THAT:** Allbuild's quote be accepted to fix the tennis club fencing.

## **18/67. EXPENDITURE. Precept Update for 2019/20**

Election costs for 2019 were discussed. This could cost £11000 if the election is contested – payments are due to SBC for their work organising the election plus election materials such as flyers and ballot papers etc

It was decided that any election costs would come out of reserve funds to ensure the precept didn't have to increase to accommodate this.

The cost for creating a cement pathway at the pavilion was changed to £550 from £350 after quote was received.

Costs for maintaining the planters was increased from £100 to £150 on request from the Clerk who purchases the plants for the year.

It was suggested that the council leave unbudgeted expenses at £11000 for 2019/20. There was £20000 in the precept for unbudgeted expenses for 2018/19.

A discussion was then had on whether to leave the precept the same as last year at £135000 or add a small % increase for inflation.

A 3% increase would take the precept to £139050 and a 2% increase would be £137000 approximately.

If a 2% increase was added, for a band D household of which there were 994 at the last count, the increase would be from £134.79 for the year to £138.20 per year. A 3% increase would be £139.55 for the year.

It was proposed to set the precept at £139000 which would be a 2.96% increase.

**A proposal was made by CB to approve precept on the draft budget. Seconded by PW and all Cllrs in favour.**

### **RESOLVED THAT:**

The precept amount on the draft budget for 2019/20 will be £139000. This is the subject to public and Cllr consultation.

MH is to create the final draft document for public consultation and CB will create an accompanying document advising the Parish on the work already done, and where the 2019/20 funds will be directed.

Final precept figures will be subject to full council vote before the end of January 2019.

## **18/68. STAFF & HR. Potential handyman position within the council.**

Legal advice obtained advises that having a handyman as a contractor who submits monthly invoices is the best way to handle this situation.

The Clerk is to provide a list of jobs that a handyman could do throughout the year to gauge if there is enough work. A suggestion is maybe that a caretaker role would be more suitable. The workload is to be monitored for 3 months to see what work can be done by a caretaker. The Clerk will also list admin jobs such as updating noticeboards, meter reading and room set up.

## **18/69. STAFF & HR. Future Clerk requirements**

This item has been moved away from the meeting agenda to be discussed in conjunction with item 18/68 above.

### **18/70. Any other Business**

MH reminded the Clerk that an insurance breakdown is needed for the invoice for the tennis club for 2018.

CB noted that the coach at the tennis club doesn't contribute towards his use of the facilities. With the clubs dwindling numbers and profits it would seem of benefit for the tennis club to discuss this with the coach.

Meeting closed at 20.39

**Date of next meeting:** Thursday 25<sup>th</sup> October 2018 at 7.30pm in the The Old Chapel, Butts Road.

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

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	<b>17/96</b>	Create a tender requirement document. ONGOING
	<b>18/25</b>	Chase up Stephen Maskell at SBC on GDPR training
	<b>18/35</b>	<b>WITH CLLR BRADY AND CLLR MATT HARRIS</b> – Look at options for Clerks hours or Admin assistant and report back at next meeting
	<b>18/36</b>	Look at options for ceiling mounted projector and new screen
	<b>18/54</b>	Check Rec ground maint figures for accuracy
	<b>18/58</b>	Move Clerks hours/Admin assistant role to October meeting.
	<b>18/64</b>	Add to next EGPA agenda – review softball pitch hire costs
	<b>18/68</b>	Provide a list of jobs a caretaker could do, also any admin tasks to be passed over.
	<b>18/70</b>	Clerk to ask Came & Co for insurance breakdown for Tennis Club invoice
<b>Cllr Matt Harris</b>	<b>18/67</b>	Create final draft document for precept for public and Cllr consultation.
<b>Cllr Caroline Brady</b>	<b>16/67</b>	Create precept accompanying documentation to advise public of work done by Parish Council over last year and proposed plans for 2019/20