

Chiseldon Parish Council



Minutes of the Finance Committee meeting

held on **Thursday, 22nd November 2018** in the Old Chapel, Butts Road at 7.30pm

Present: Cllrs Matthew Harris (MH) (Chair), Caroline Brady (CB), Paul Walton (PW), Denise Rogers (DR), Michelle Harris (MIH), Matt Clarke (MC) and Clair Wilkinson as Clerk

Public: None

Apologies: None

Non-attendance without apologies: Cllr Costigan and Cllr Henderson

Declarations of interest:

None

18/87. Public Recess

No public

18/88. Minutes of the previous committee meeting held on Thursday 25th October 2018

No amendments

The minutes of the meeting held on 25th October 2018 were then approved on a resolution by CB and seconded by MC; all at the meeting were in favour.

18/89. Matters arising

None

18/90 Action Points from 25th October meeting

ACTION POINTS TO BE COMPLETED BY NEXT MEETING DATE

Clerk	17/51	Clerk to sign up to SLCC course. ONGOING
	18/35	WITH CLLR BRADY AND CLLR MATT HARRIS - Look at options for Clerks hours or Admin assistant and report back at next meeting DONE
	18/36	Look at options for new projector screen. DONE
	18/70	Clerk to ask Came & Co for insurance breakdown for Tennis Club invoice. Ongoing

- 18/71** Send Mr Pearse the details of the next planning, transport development & highways meeting date. DONE
- 18/76** Add to Nov full council, the Finance recommendation to join WALC/NALC. DONE
- 18/77** With advice from internal auditor, remove the Hot Chilli figure from the Xero system. TO BE DONE IN DEC AUDITOR VISIT
- 18/80** Add 10% allotment increase costs to Nov full council agenda. DONE
- 18/84** Create new document for the tender process to show the general process the council needs to follow. Need to add price breaks for different legal requirements. ONGOING
- 18/85** Take current list of jobs for admin/caretaker/handyperson and categorize them by type so the committee can see what type of role needs to be created. Add to Nov finance agenda. DONE

18/91 FINANCE. Review November to date figures

The committee reviewed the figures which were noted. There were no comments. It was noted that an annual review with Allbuild needs to be arranged – the Clerk will arrange this.

18/92 FINANCE – Grant request from Brighter Futures for £500 for SCBU incubators fund.

The committee had received the grant paperwork in advance of the meeting. There were no issues with the request so it was suggested a cheque be written for £500 to the Clerk so an on-line payment could be carried out which doubles the original contribution, so the charity would receive £1000.

A proposal was made by CB to approve the grant for £500 to Brighter Futures and write a cheque for £500 to the Clerk. Seconded by DR and all Cllrs in favour.

RESOLVED THAT: The Parish Council award £500 grant funds to the Brighter futures charity.

18/93 FINANCE – EGPA Expenditure – matting for new see saw

The EGPA committee approved costs of:

- £102.00 for matting**
- £175.00 plus VAT for installation - Allbuild**

A proposal was made by DR to approve this payment. Seconded by MC and all Cllrs in favour.

RESOLVED THAT: The funds be spent to add safety matting to the floor under the new see saw at the CVPA area.

18/94. EXPENDITURE - EGPA Expenditure. Concrete base for Tommie statue.

The EGPA committee had approved the quote from Allbuild of:

£70.00 cost from CPC.
£130 from anonymous donation
Request £100 donation from Calley Memorial Fund

A proposal was made by MC to approve the quote from Allbuild and approve £70 costs towards this. Seconded by PW and all Cllrs in favour.

RESOLVED THAT: Allbuild be awarded the contract to build the base for the Tommie Statue and £70.00 costs for CPC approved.

18/95. REVIEW ASSET REGISTER.

As part of the audit requirements the asset register should be reviewed and approved for accuracy.

The Clerk will check the costs of the new pavilion heaters as items over £100 should be added.

The Clerk will check with Sansums (Accountants) the procedure for adding the 2 AED devices that were purchases in 2016/17 financial year and not yet added to asset register.

A proposal was made by CB to approve the accuracy of the asset register. Seconded by DR and all Cllrs in favour.

RESOLVED THAT: The asset register is a accurate reflection of Parish Council assets.

18/96. EXPENDITURE. Error with invoice for tennis club fence repairs.

A contractor with a tender submitted misread an email and assumed they had the work. They repaired the fence and submitted their invoice; however their invoice was higher than the original accepted quote from another company.

A proposal was made by DB to delegate powers to the Clerk to agree a compromise with the contractor over payment of the invoice. Seconded by MC and all Cllrs in favour.

RESOLVED THAT: The Clerk resolves the paying of this invoice using delegated powers.

18/97 BUDGET & PRECEPT – Any comments or additions?

It was noted that in 2 years' time PC precepts will likely be capped at an increase of 2.99%

There were no further additions or amendments to the precept or budget.

It was mentioned whether the PC should write to the local MP or the Government to state the position parish councils will be in should further responsibilities be devolved in

later years – such as street lights or potholes. A 2.99% increase will not allow for this work to be done.

A buffer has been added to the 2019/20 precept for £14400 which will be added to general reserves.

The election costs for 2019/20 will come out of reserves.

18/98 BUDGET & PRECEPT – Vote on final documents to go to vote at December full council.

A proposal was made by DB that the current budget be approved for full council vote in December. MIH seconded and all Cllrs were in favour.

RESOLVED THAT: The 2019/20 budget is accurate and should go to Dec full council for vote.

A proposal was made by CB that the proposed 2019/20 precept of £139,000 be approved for recommendation to full council for a vote in December. PW seconded and all Cllrs were in favour.

RESOLVED THAT: The 2019/20 precept of £139,000 is accepted and will go to full council in Dec for vote.

18/99. POLICIES – Draft Reserves document

The draft document had been sent to Cllrs before the meeting.

A proposal was made by PW that the proposed reserves policy be accepted and go to full council in December for vote. MIH seconded and all Cllrs were in favour.

RESOLVED THAT: The reserves document is accepted as Council policy and be voted on at Dec full council.

18/100. STAFF & HR. Potential handyman position within the council.

A cost of £10 per hour for a self-employed contractor basis was agreed on.

A risk assessment would be required for the successful candidate.

The aim is to lower parish costs for minor DIY etc. Currently the PC pay contractors £16.50 to do these works. The handyman can also deal with some works the Clerk currently carries out, which is also a cost saving on salary.

The Clerk is to ask other parishes if they have a handyman and for details to be provided to assist with the process.

It was proposed CB that powers be delegated to the Clerk to handle the engagement of such a person on a self-employed basis at £10 per hour – invoiced per month on an hourly basis plus costs. Seconded by MIH and all Cllrs in favour.

RESOLVED THAT: The Clerk uses delegated powers to organise the engagement of a contractor to do handyman work in the parish.

18/101. Any other Business

None

Meeting closed at 20.25

Date of next meeting: Thursday 28th February 2019 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
	18/70	Clerk to ask Came & Co for insurance breakdown for Tennis Club invoice. Ongoing
	18/77	With advice from internal auditor, remove the Hot Chilli figure from the Xero system. TO BE DONE DURING DEC AUDITOR VISIT
	18/84	Create new document for the tender process to show the general process the council needs to follow. Need to add price breaks for different legal requirements. ONGOING
	18/91	Arrange annual review of contract with Allbuild
	18/95	Add costs of new pavilion heaters to asset register if over £100
	18/95	Check with Sansums the process for adding AED's to asset register – purchased in last financial year
	18/96	Resolve the payment of the tennis court repairs invoice
	18/99	Put reserves policy to Dec full council for vote
	18/100	Ask other Parishes if they have a handyperson and for the relevant details to assist with our process of engagement.
	18/100	Arrange the engagement of a handyperson for the Parish at a cost of £10.00 per hour