

COLDEN COMMON PARISH COUNCIL

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON WEDNESDAY 24 APRIL 2013 AT 7.30 P.M. IN THE
BERT STRATTON LOUNGE, COMMUNITY CENTRE, ST VIGOR WAY**

Present Cllr Richard Izard (Chair)
Cllr Val Evans
Cllr Paul Bryant
Cllr Cecily Sutton
Cllr Paul Bryant
Cllr Steve Badham

In attendance Keith Best – Clerk
Vanessa Kitt – Assistant Clerk
3 members of the public

FC 1/13 APOLOGIES FOR ABSENCE

No apologies were received.

FC 2/13 DECLARATIONS OF INTEREST

Cllr Izard declared an interest in Agenda Item 9 as he is Vice-Chairman of the Community Association and on the Twinning Association committee.

Cllr Bryant declared an interest in Agenda Item 9 as he is on the Twinning Association committee.

**FC 3/13 TO APPROVE AND SIGN THE MINUTES OF THE MEETINGS OF THE FINANCE
COMMITTEE HELD ON 12 DECEMBER 2012**

The minutes of the Finance Committee meeting held on 12 December 2012 having been circulated, were taken as read, approved and signed by the chairman.

Proposed by Cllr Badham, seconded by Cllr Evans and approved unanimously.

FC 4/13 PUBLIC QUESTION TIME

A member of the public asked if a matter he had raised at the last meeting concerning the income and expenditure of the two charities of which the Parish Council is the sole trustee had been considered. Cllr Izard confirmed it had been agreed that the details of the two charities will be shown separately in Annual Accounts in future and in addition will be shown separately in future quarterly reports to Parish Council. Cllr Izard advised that he will be discussing this with the Clerk and Assistant Clerk.

A member of the public advised he has had difficulty obtaining copies of relevant papers prior to Parish Council meetings. The Clerk advised there is a legal requirement for the agenda to be available at least three days prior to a meeting and other papers are available as soon as they are available.

A member of the public questioned if the future use of contractors at the Recreation Ground had been considered. The Clerk confirmed that the work by contractors at the Recreation Ground and Boyes Lane had been considered by the Recreation & Amenities Committee and confirmed the upkeep and maintenance of the Recreation Ground pavilion had been taken back in-house and is being carried out by the GTO and Assistant GTO.

The Clerk confirmed a letter of condolence had been sent to the family of the late Sir Patrick Moore.

**FC 5/13 SPEEDWATCH – CONSIDERATION OF REQUEST TO PART FUND
EQUIPMENT WITH TWYFORD PARISH COUNCIL**

Penny Smith from Twyford gave a presentation on the Speedwatch scheme and outlined how the scheme works. She advised that equipment is currently being borrowed from Hursley Parish Council but this is proving to be impractical and confirmed that Twyford Parish Council had agreed to part fund the cost of buying equipment. In response to a question from Cllr

Bryant, Penny confirmed that insurance is covered by Hampshire Police but she will find out if there are any other additional on-going costs involved in the scheme.

Penny advised that volunteers would be needed but volunteers from Twyford would be willing to man sites in Colden Common until volunteers have been recruited, vetted and trained. Penny said that volunteers must be aged 17 or over, commit to one and a half hours per month, complete a level 1 vetting form and be willing to undertake a two hour training session.

Cllr Izard advised that Main Road by Avondale had been assessed by the Police as being an appropriate location and Church Lane is another area of concern for residents.

Cllr Izard proposed that this Committee recommend to Full Parish Council to purchase equipment subject to identifying source of funding. This was seconded by Cllr Badham and agreed unanimously.

FC 6/13 UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA

With reference to the decision made at the previous Full Parish Council Meeting on 3 April 2013 Maureen Rees reported that a storage unit is being delivered on Friday 26 April. She advised she is concerned that young children will be at risk when equipment is being moved from the storage unit into the Gloucester Hall as there is the possibility of a child being able to leave the Hall and wander near the road. Cllr Izard stated that the matter had been discussed fully at the Full Parish Council meeting and the decision had been that approval will not be given to put up a fence along the back of the Gloucester Hall.

FC 7/13 FINANCIAL REPORT ON PERIOD APRIL 2012 – MARCH 2013

The Clerk presented the previously distributed reports and confirmed that the figures are not yet complete due to some items, such as discussion of payments by Bowls Club, are still under discussion. The committee asked that complete figures including comparison with last year's budget figures be available for next week's Full Parish Council Meeting.

FC 8/13 LONG TERM INVESTMENT

The Clerk outlined his recommendation. Cllr Bryant asked about the terms and conditions particularly in respect of access to the funds during the investment period. The Clerk confirmed he will check the terms and conditions of his recommendation and email the results to the Committee.

FC 9/13 ANNUAL REVIEW OF FINANCIAL REGULATIONS

Cllr Bryant proposed that Standing Orders be reviewed prior to reviewing Financial Regulations and asked that the Clerk 'tracks' the proposed changes on the draft documents. Cllr Bryant advised that it is necessary for people to download the draft documents to view the tracked changes. Cllr Badham suggested that the revised documents be presented using the projector at the next meeting for viewing by all.

It was agreed by all that the review of Standing Orders and Financial Orders be deferred to the next Finance Committee meeting.

FC 10/13 CONSIDERATION OF GRANTS

a) COLDEN COMMON COMMUNITY ASSOCIATION – VILLAGE NEWSLETTER £2,000

Cllr Bryant suggested that technology, such as emails, be utilised to reduce the amount of printed copies and subsequent costs. Maureen advised the Newsletter goes to all households and outlined the difficulties for those delivering the newsletter if some people elect to receive the newsletter by email.

Cllr Sutton proposed the Council approve the grant of £2,000 seconded by Cllr Badham and agreed. One abstention due to earlier declaration of interest.

b) COLDEN COMMON TWINNING ASSOCIATION – 35TH ANNIVERSARY EVENT £1,000

Cllr Evans proposed the grant of £1,000 be approved, seconded by Cllr Sutton and agreed. Two abstentions due to earlier declarations of interest.

**FC 11/13 REVIEW AND EVALUATION OF WORK CARRIED OUT BY CONTRACTORS
AND FUNDING OF ASSISTANT GROUNDSMAN POST**

The Clerk advised that as the Assistant Groundsman had carried out some of the tree work identified in 2012/13 budget this had been taken into account in preparing the 2013/14 budget. Similarly, the 2013/14 budget figure for caretaking at the recreation pavilion has reduced from £2,000 to £500 to cover materials only and the 2013/14 budget for preparing the cricket square has reduced to cover materials only. The Clerk advised Bowls Club is in discussion regarding extra work which could be carried out by the Assistant Groundsman.

It was agreed that the Finance and Administration Sub-Committee would like to see a full breakdown (to cover costs and associated funding streams) on how the Assistant Groundsman post will be funded for 2013/14 for next Finance and Administration sub-Committee meeting.

FC 12/13 DATE OF THE NEXT MEETING

The next meeting of the Finance and Administration Sub-Committee will be Wednesday 12 June 2013 at 7.30pm

The meeting closed at 09.30pm

DATE _____
CHAIRMAN

SIGNED _____