

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON MONDAY 16th SEPTEMBER 2019 AT 7.30PM IN THE
COMMUNITY CENTRE, ST VIGOR WAY COLDEN COMMON

Present Cllr Maggie Hill
Cllr Laurence Wilks
Cllr Phil Seedwell

Cllr Richard Izard
Cllr Alex Loughran

Apologies

In attendance Debbie Harding (Clerk)
0 members of the public

F 01/19 APOLOGIES FOR ABSENCE

All members of the committee were present. Cllr Wilks opened the meeting.

**F 02/19 TO ELECT A CHAIR FOR THE COMMITTEE AND ACCEPT HIS
DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Richard Izard proposed Cllr Laurence Wilks as Chair of the Committee, seconded by Cllr Alex Loughran and carried.

Cllr Wilks signed the declaration of office and took the Chair

**F 03/19 TO ELECT A VICE-CHAIR FOR THE COMMITTEE AND ACCEPT
HIS DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Laurence Wilks proposed Cllr Phil Seedwell as Vice-Chair of the Committee, seconded by Cllr Hill and carried.

Cllr Seedwell signed the declaration of office.

**F 04/19 TO APPROVE THE MEETING MINUTES HELD ON THE 29TH APRIL
2019**

The minutes of the meeting held on 29th April having been circulated were approved as an accurate record of the meeting, proposed by Cllr Laurence Wilks, seconded by Cllr Izard and carried. Cllr Hill abstained.

**F05/19 UPDATE ON MINUTES, CORRESPONDENCE AND OTHER
RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE
AGENDA INFORMATION ONLY**

The legionella management processes are still outstanding.

Fosse have confirmed that the cost for building a tennis court from scratch is £40,000 per court. Colden Common Tennis Club current insure the courts for £110,000.

F 06/19 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No public were present.

F 07/19 TO RECEIVE A BUDGET MONITORING REPORT TO DATE AND YEAR END FORECAST

The budget monitoring statement was discussed

The yearend forecasted reserves are £195,095 which is broken down into £101,661 of restricted reserves and £93,433 of CIL monies. This is reduction of £13K in reserves year on year against a budgeted reduction of reserves of £5,806. This is due to the payment of the Church Lane community funded traffic calming initiative which was not budgeted for in this financial year £8,315.

The Recreation Committee still has £113k to spend between now and year end, which includes £39,399 budgeted for projects with £11k budgeted for grant funding income towards the cost. Until the Committee decided on what they wish to install, the Clerk cannot apply for any grants. The Recreation Committee and then the Parish Council must decide whether to wait for grant applications or change its funding strategy for the proposed projects.

Other planned expenditure in the recreation budget includes:-

- Payment of bench refurbishment £2,000
- Grounds contract costs to year end
- Additional works over winter in Bluebell Wood, North Pond and CC Park
- Hedge cutting
- Larger bin for skateboard park
- Cleaning of the play parks (£2,000)
- Fixed electrical installation inspection
- Cess Pit cover (will be expensive, need to be bespoke made)
- Hive installation and or water heaters to remove need for mega flow tanks to be on continuously
- Two changing rooms redecorated at Colden Common Park
- Play area repairs, gate hinges at Central Park, Shuffle bars and wooden poles
- Bench to replace fish bench
- Vears Lane resurfacing

F 08/19 TO UPDATE ON THE CIL FUND

The Cil fund currently stands at £93,433 with no outstanding commitments.

If the recreation projects go ahead, it would advisable to allocate them from Cil funding. It is a requirement to spend CIL (or pay back) with 5 years. Only 2018-19 funds remain, previous years have been spent and accounted for. The Asst Clerk has ring fenced this money in its own nominal code in restricted reserves for ease of tracking.

Cil funding yet to be received from 44 Spring Lane and the plots on the corner of Spring and Upper Moors Road. These funds were not budgeted and are currently not forecasted.

F 09/19 TO DISCUSS ANY POTENTIAL PROJECTS COULD BE FUNDED USING CIL FUNDS.

The following projects could be considered by the various committees for next year's budget and are not in any order of preferable or urgently.

- Recreation ground pavilion
- Trim trail replacement at Boyes Lane
- Fencing at Colden Common Park
- The toddler area on the Green
- Bowls pump
- Village gateway
- Wet pour on the Recreation ground
- 3rd Speed limit reminder
- CCCC Car park remodeling
- Play equipment on the Triangle
- Colden Common Community Centre
- Swing height restriction barriers at Colden Common Park and Recreation ground car park

It was agreed that the Recreation Committee should consider the benefits of these competing projects as part of the budget approval process and approved by the Full Parish Council later in the year.

F 10/19 TO UPDATE ON THE FOOTPATH RESURFACING PROJECT AND THE CIL FUNDING GRANT APPLICATION TO WINCHESTER CITY COUNCIL.

TO DISCUSS TIMING OF THE GRANT BEING RECEIVED AND POSSIBLE GAP FUNDING FROM THE PARISH COUNCIL

The footpaths on the Green and the path from Spring Lane to the Green are included in the HCC tender document but they are not rights of way.

The Clerk submitted an application to Winchester City Council for CIL funding to cover the cost of the tarmac. The Cil officer has indication that the grant has been recommended for approval, but the cabinet does not meet to ratify the award until 23rd October.

HCC have confirmed that two quotes have come in and they will await the 3rd quote before scoring the tenders and appointing the Contractor.

HCC have confirmed they can do the project in two phases, so the gravel surfacing is completed first which will enable the final grant approval in time to complete the tarmac part of the project immediately after the rights of way improvements.

The Tarmac costs has come in over the £25,000 grant, however, the gravel surfacing is looking like it will be less than budget, so HCC have confirmed that the two sources of funding added together can fund the entire project.

F 11/19 TO DISCUSS THE GENERAL PARAMETERS FOR THE CLERK TO PREPARE THE 2020/2021 BUDGET FOR COLDEN COMMON PARISH COUNCIL

A discussion took place on giving the Clerk a parameter to base the Parish Council budget for 2020-21.

Since 2014-15 the Parish Council has increased the annual cost per band d property by 4% and in 18-19 by 10% returning to 4% in 2019-20. The council tax support grant finished during the financial year 2018-19 which was £10,000 per annum.

It is not yet known how many new houses will pay council tax from the Sandyfields development for the financial year 2020-21. Based on an additional 30 houses the council tax precept will provide increased income of £3,500.

It was resolved that the Clerk should use RPI as a basis for an annual increased. Proposed by Cllr Seedwell and carried.

F 12/19 TO CONSIDER AND APPROVE THE INSURANCE SCHEDULE FOR 2019-2010

The insurance schedule for the Parish Council was reviewed.

The following key points were agreed

- That the Parish Council to continue to self-insure gates and fences.
- That the insurance value of bus shelters be increased from £4,000 per shelter to £6,000k. This will apply to the 6 shelters in the triangle of the village. The shelter at Twyford Moors will not be insured as it away from the highway, in a layby and therefore considered to be lower risk.
- The Tennis Courts and the street lighting are insured by 3rd parties
- The recreation pavilion rebuild value to be increased to £250,000
- The Cricket Square and Bowls green are insured for £40k which may not be the total rebuild value but is considered enough for malicious damage to the natural surfaces.
- It is noted that the Cricket nets are insured under the heading of sports equipment and are insured under the refurbishment cost, not a total replacement cost.

The policy does include some Illegal encampment cover. In the event of a traveller incursion on council land there is cover provided by the policy we arrange with Inspire/Axa to assist with the legal process required to remove the trespassers.

The relevant extract from the policy wording is set out below in italics. A limit of £500,000 applies to any one claim.

Trespass, nuisance, person removal and property damage cover

Radar will negotiate for your legal rights in any dispute relating to your property, arising from nuisance, the need to remove any trespassing persons or damage to your property.

In the event of such an incident arising please call Radar, a law firm who provide legal assistance as part of the Axa policy, on 0800 955 6111 Monday to Friday between 8am and 6pm or, in the event of an emergency at other times, 0800 955 6222.

If assets which are insured against loss or damage, such as gates and fences, are damaged by the incursion the policy we arrange will respond to deal with this. However, there is no cover provided or available for the cost of clearing debris/litter left behind.

The level of fidelity insurance and public liability insurance was deemed appropriate,

It was therefore resolved to make the above changes to the insurance schedule and renew the insurance from 1st October 2019. Proposed by Cllr Wilks and carried.

A copy of the approved revised insurance schedule is attached as an appendix to these minutes.

F 13/19 TO CONSIDER A ROTA FOR CHECKING MONTHLY ACCOUNTS FOR PAYMENT, MONTHLY BANK RECONCILIATIONS AND QUARTERLY VAT RETURNS FOR THE FINANCIAL YEAR 2019-20

The rota was agreed for monthly checks on the parish financial records as attached to these minutes.

F 14/19 REVIEW BANK MANDATE AND RESOLVE ANY ADDITIONAL SIGNATORIES

The redwood investment matures on the 5th November, reinvestment will be ratified by the Full Parish Council at the November meeting. The existing bond is at an interest rate of 1.85% on £85K. Redwood are currently offering 2%, but reinvestment can only be completed 21 days prior to maturity.

The existing mandates were reviews and no changes were deemed necessary.

F 15/18 TO CONSIDER MATTERS FOR THE NEXT AGENDA

The meeting closed.

Meeting Date	Councillor	Accounts for Payment	Bank Recs	VAT Rec
Finance 16th September	Phil Seedwell		April 19 May 19 June 19 July 19 August 19	Q1 19/20
Full 4th November	Alex Loughran	October & November 19 invoices for payment		
Finance 16th December	Laurence Wilks		September 19 October 19 November 19	Q2 19/20
Full 6th January	Richard Izard	December 19 & January 20 invoices for payment		
Finance 3rd February	Phil Seedwell		December 19 January 20	Q3 19/20
Full 2nd March	Laurence Wilks	February & March 20 invoices for payment		
Finance 27th April	Laurence Wilks		February 20 March 20	Q4 19/20
Full 4th May	Alex Loughran	April & May 20 invoices for payment		
Full 7th July 20	Phil Seedwell	June & July 20 invoices for payment		
Finance 13th July 20	Phil Seedwell		April 20 May 20 June 20	Q1 20/21
Full 7th September 20	Richard Izard	August & September 20 invoices for payment		

	Renewal values 2019-2020	Proposed revisions 2019-2020	Change	Notes
<u>Buildings</u>				
Main Road Pavilion	£122,958	£250,000	£127,042	
CCP Pavilion	£1,103,232	£1,103,232	£0	
Garage Store	£3,332	£3,332	£0	
2 Tractor/Equipment Stores	£27,857	£27,857	£0	
	£1,257,378	£1,384,420	£127,042	-
General Contents	£15,918	£15,918	£0	Chain of office, car park lighting, office furniture, CCTV
Gates and fences	£0		£0	Not insured - at risk
Mowers and Machinery	£23,522	£23,522	£0	Bowls mowers, Roller
Natural Surfaces	£40,169	£40,169	£0	Cricket square and Bowls Green
Other surfaces	£11,821	£0	-£11,821	Already in playareas (wet pour)
Office Contents	£1,430	£1,430	£0	Laptops, Office furniture, new chairs at CCP
playground equipment	£244,807	£229,200	-£15,607	Removal of the trim trial
Sports equipment	£19,156	£19,156	£0	Incl Cricket nets at refurb cost - not replacement, excluding tennis courts
Street furniture	£81,588	£102,588	£21,000	Added Slr's - Street lighting insured under PFI
War memorials	£0		£0	
	£438,409	£431,982	-£6,427	
Fidelity guarantee	£300,000.00	£300,000.00		
Notes				
Limited travellers' insurance				
Employers and public liability				
£10,000,000				