

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON MONDAY 3rd AUGUST 2020 AT 7.30PM
HELD VIRTUALLY ON ZOOM

Present Cllr Maggie Hill
Cllr Laurence Wilks (Chair)
Cllr Rob Veck

Cllr Richard Izard
Cllr Alex Loughran

Apologies None were received

In attendance Debbie Harding (Clerk)
Sophie Thorogood (Asst. Clerk)
Cllr Joanna Battle

F 01/20 **APOLOGIES FOR ABSENCE**

No apologies were received.

F 02/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were made

F 03/20 **TO APPROVE THE MEETING MINUTES HELD ON THE 16TH DECEMBER 2019**

The minutes of the meeting held on 16TH December having been circulated were approved as an accurate record of the meeting, proposed by Cllr Richard Izard, seconded by Cllr Maggie Hill and carried. Cllr Veck abstained.

F 04/20 **UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA INFORMATION ONLY**

The latest correspondence between Taylor Wimpey and Winchester City Council was discussed. Cllr Hill suggested that an open letter be drafted detailing the brief history and the Councils position. This will be communicated via the Parish Information system. The content of the open letter will be agreed by the Planning Committee on Wednesday, 5th August.

The transfer of the ownership of the footpath from The Green to Spring Lane is still on going. This is a matter between Gleasons and HCC but the Clerk will continue to monitor this transfer so that the matter can be closed.

Confirmation of completion of the external audit was received today by e-mail with no matters raised. The Clerk will publish the required formal notices.

The Community Centre intends to reopen on the 10th September and has communicated the processes it feels necessary to keep the building Covid secure. They include

- Mask-wearing mandatory in all **public** areas, and by all visitors, including everyone attending classes or meetings. Pre-School will be an exception while they are in the Patrick Moore bubble
- No casual visitors to the Centre. Those attending the Centre will be just those attending arranged classes etc, or by appointment. In addition to limiting casual visitors for spread of infection. this will also ensure track and trace details are kept.
- The Parish Council will continue to be responsible for the cleaning (and sanitising) of your office. this will also ensure track and trace details are kept.
- One-way systems. In by the main entrance. Out through female changing room or Gloucester Hall fire door,
- Male and male and female loos will be closed. Only the disabled loo is to be used. This will ensure the 'One at a time' Rule is observed.
- The centre will be installing a bell for the front door for use by those with appointments. Perhaps we could have a system such as 'One ring for the Centre, two rings for the PC.

The Clerk will produce a Covid risk assessment for reopening the Parish Council office and will liase with members and the Community Centre on the planned return to the office in early September.

The Parish Councils position on whether virtual meetings will continue will be a matter for the September agenda.

F 05/20 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No public were present.

F 06/20 TO REVIEW THE COMMITTEES TERMS OF REFERENCE AND RECOMMEND THEM TO THE PARISH COUNCIL FOR ADOPTION

The Clerk spotted a typographical error on page 2. It should read Finance Committee budget.

The clause in relation to disposal of assets conflicts with section 14.2 of the financial regulations. It was resolved to change the wording as follows:-

“The Finance Committee has delegated powers in relation to disposal of any non-building or land assets which have an asset value of under £500, and is non-functioning and not economical to repair”

Section 14.2 of the financial regulations to be amended to mirror the above revised delegation to the Finance Committee.

The Clerk recommends two additional matters for Full Parish Council agreement only to be added

Approval of signatories and the banking mandates
Final approval of grant awards

Subject to the changes above, it was resolved to recommend to the Full Parish Council the adoption of these revised terms of reference for the Finance Committee, proposed by Cllr Maggie Hill, seconded by Cllr Laurence Wilks and carried.

F 07/20 TO REVIEW THE PARISH COUNCIL FINANCIAL RISK ASSESSMENT

The financial risk assessment was discussed. It was resolved to enhance section 3 in terms of document control in respect of back up of parish council computer files.

The Council currently uses drop box to store data. It was agreed that a hard backup of the computer systems (as well as files) be completed once per month.

Clerk

It was also recommended that an enhanced virus protection package be researched.

The financial risk assessment to be updated with enhanced data backups.

Clerk

A legionella risk assessment to be completed and reviewed at the next meeting.

Clerk

F 08/20 TO REVIEW THE ASSET REGISTER

The asset register was reviewed and agreed.

Changes this year so far is the addition of the fencing at Colden Common Park.

The skateboard park and car park lighting had no change in asset value and the asset value includes the columns.

F 09/20 **TO APPROVE THE PARISH COUNCIL INSURANCE COVER REQUIRED (RENEWAL DUE 1ST OCTOBER 2020)**

It was noted that the financial regulations state
15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

The insurance cover was discussed in relation to the asset register. It was noted to continue to self-insure the following items: -

Mowers and machinery

Drag mat, generator and evenspray. This is due to low replacement cost (under £500) and probably non replacement.

Sports Equipment

Bowls scoreboards, pushers and bowls pump.
"Old" goal posts (currently not used and will not be replaced)

General

Chairman chain of offices (not used and low value)

Gates and Fencing

Fencing around the Bowls Green, Central Park, Toddler Park at The Green and fencing around the Triangle Toddler area (estimated value £24k). This fencing is considered low risk for damage, theft and approx. annual insurance cost would be £240 per annum.

The tennis courts, floodlights are insured by the Tennis Club and the Parish Council has a copy of the document,

Street lighting is covered by the PFI

The Community Centre is insured by the association and the Parish Council has a copy of the insurance document.

The Clerk to obtain new insurance quotes from 2 brokers (A-Plan and Came and Company) and Zurich. The insurance cover to be based on the values below

Buildings

Main Road Pavilion	£260,000
CCP Pavilion	£1,147,361
Garage Store	£3,465
2 Tractor/Equipment Stores	£28,971
General Contents	£16,555
Gates and fences	0

Mowers and Machinery	£24,463
Natural Surfaces	£41,775
Other surfaces	£0
Office Contents	£1,487
playground equipment	£265,220
Sports equipment	£19,922
Street furniture	£106,692

Fidelity guarantee £300,000.00

Metal play area fencing is listed as an asset of the playgrounds for the Recreation Ground and Boyes Lane only currently.

The small area of artificial grass is also included in playareas, the artificial in the cricket nets is listed under sports equipment.

The two charities which the parish council are sole trustee which need to be included in the Public liability insurance.

The pending claim will be declared.

All quotes and level of cover will be reviewed again on renewal.

F 10/20 TO REVIEW THE BUDGET MONITORING STATEMENT FOR THE FIRST QUARTER

At quarter 1 the budget monitoring report is showing that year end reserves will be reduced by £30K instead of the budgeted £45K.

This is due to forecasted savings on project budgets as follows:-

£2k due to no VE day event

£2.5 saving on the replacement skateboard park lighting, with further savings possible (Colden Common Park fencing and possible Car Park repairs)

£9K saving to budgeted cost of the Community Car Park lighting.

The Parish Council is forecasting a loss of revenue in the Recreation Committee due to Covid-19.

A budgeted contribution in the Finance Committee budget of £4,200 is not required, as HCC have removed this payment as part of moving the Parish Councils pension fund into their own segment.

Tree expenditure will be significant this year, approx. £20K. This can be funded within the Recreation Committee budget using savings from other budget headings. It is suggested that this level of expenditure will continue for at least the next 5 years due to Ash die back.

Tree planting is a matter for the Recreation Committee but should be considered early September to allow more time for trees to be planted in the late Autumn, early Spring.

F 11/20 TO REVIEW THE PARISH COUNCIL FINANCIAL REGULATIONS AND MAKE ANY RECOMMENDATIONS TO THE PARISH COUNCIL

The recommended financial regulations were distributed and reviewed.

It was resolved to recommend them to the Parish Council for adoption, proposed by Cllr Laurence Wilks, seconded by Cllr Rob Veck and carried.

F 12/20 TO CONSIDER AN INSURANCE CLAIM IN RELATION TO THE STOLEN SECTION OF ARTIFICIAL GRASS OUTSIDE THE COLDEN COMMON PARK PAVILION

The Clerk is liaising with Came and Company and the insurance claim for replacement artificial grass at Colden Common Park.

One quote has been received and the other is pending.

It was agreed that the Clerk should pursue the whole area of grass being replaced due to concerns over a colour match and a join which could be a tripping hazard. Clerk

F 13/20 TO RAISE ANY MATTERS FOR THE NEXT MEETING

Insurance quotations to be reviewed and discussed.

2021-22 Budget