



**Minutes of the meeting of the Finance and Administration Committee.
Held at Colden Common Park, Boyes Lane on Monday, 2nd August 2021 at 7.00pm**

Present: Cllr Richard Izard
Cllr Shaun Byrne
Cllr Maggie Hill
Cllr Hazel Crosthwaite
Cllr Alex Loughran

Apologies: Cllr Rob Veck
Sophie Thorogood
Cllr Laurence Wilks

In attendance Debbie Harding (Clerk)
No members of the public

P 01/21 To receive any apologies for absence.
Apologies were received as noted above.

P 02/21 To elect an Chairman of the Committee

Cllr Richard Izard proposed Cllr Hazel Crosthwaite as Chairman of the Committee, seconded by Cllr Hill and carried.

Cllr Crosthwaite signed a declaration of acceptance of office.

P 03/21 To elect an Vice-Chairman of the Committee

Cllr Richard Izard proposed Cllr Shaun Byrne as Vice-Chairman of the Committee, seconded by Cllr Alex Loughran and carried.

Cllr Byrne signed a declaration of acceptance office.

P 04/21 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.

Cllr Loughran declared he is a Trustee and Treasurer of Colden Common Community Association and will leave the meeting when the grant application is discussed and determined.

The Pre-School is also the largest customer of the Community Centre and Cllr Loughran declared he will not take part in the discussion of this application and will abstain from any vote.

Cllr Izard declared he is on the pre-school committee and will leave the meeting when their application is discussed.

P 05/21 To approve and sign the minutes of the meeting of the Finance Committee held on 7th December 2020.

The minutes of the Finance Meeting held on 7th December 2020 having been circulated, were considered.

The minutes were agreed as an accurate record of the meeting, proposed by Cllr Alex Loughran seconded by Cllr Richard Izard and carried.

P 06/21 To receive any updates regarding actions from the last meeting or any other general updates for information only

The Committee discussed the specification for a fire and waterproof safe. The safe is required to store deeds and legal documents which relate to land which is not currently registered with the land registry. The Clerk will purchase the safe under delegated powers. The safe is approx. £496, with an installation cost of a further £162. The installation cost is the cost of moving the safe from a kerb site delivery into the building.

Councillors approved the specification of the safe and the Clerk will purchase on her return from holiday.

P 07/21 To receive any questions from members of the public

No members of the public were present.

P 08/21 To approve appointment of the internal auditor for 2021-22 on a three year contract

It was resolved to suspend standing orders and appoint Paul Reynolds as the internal auditor at an annual cost of £450 per year, for the next three years on a rolling contract. Proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried.

P 09/21 To update on changes to the Parish Council insurance schedule

To review a policy on self-insured items and policy on adding item of specific values to the asset register

It was confirmed that recent purchases had been added to the insurance schedule such as the outdoor gym, bus shelters.

The insurance level of the pavilions was discussed, and concern was raised that the current level of insurance would not cover a rebuild value in the event of a lightning strike or similar damage to the building. ***It was resolved to increase the insurance level for the Main Road, and Colden Common Park pavilions as follows***

Main Road Pavilion from £250,000 to £750,000

Colden Common Park Pavilion from £1,103,232 to £1,750,000

Proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried.

The Clerk to action this increase in insurance with immediate effect and research a independent review of the rebuild value of these buildings for insurance purposes.

It was noted that the Community Centre is insured by the Community Association for a value of £1,956,250. The Community Centre insurance contains terrorism cover, the Parish Council insurance cover for its buildings does not.

The asset management and insurance policy was reviewed. It was noted that although it lays out a policy for self-insurance of some items, the Parish Council insurance policy contains some cover for gates and fences and other items which is standard. The inclusion of this cover has no additional cost to the Council.

It was resolved that the asset management and insurance be used as a working document for the Clerk and be ratified by the Policy and Procedure Committee, prior to being presented to the Full Council for adoption. Proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried.

- P 10/21 To review the Asset register for Colden Common Parish Council**
- To review ear marked and free reserves against the Parish Councils policy**
- To update on asset data now available on Parish online**

The asset register was reviewed, and the Clerk’s forecast of ear marked reserves required for next 5 years.

The Councils policy is that ear marked reserves are kept no lower than 70% of proposed expenditure for replacement of assets replacement identified within the next 5 years (Totalling £124,520).

Based on the items highlighted for potential replacement this should be £87,164.

The Councils policy is also that free reserves will be limited to no less than 1/4 of the annual precept and no more than 1/2. Our precept in 2021 is £199,340. 1/4 of precept being £49,835 and 1/2 being £99,670.

Therefore, total reserves according to policy should be a minimum of £136,999 and a maximum of £186,834

Year-end reserves at the 31st March 2021 stood at £200,728. Of this £200,728, £55,117 is ear marked CIL funding.

Year end reserves of £200,728 at year end need to take into account the following 2021-22 budget decisions: -

Year end reserves 30th March 2021	£200,728.00
Budgeted use of reserves (budget deficit)	-£46,023.00
Further use of reserves approved (Rec pavilion)	-£20,000.00
New Road footpath	-£5,000.00
Reserves forecasted 31st March 2022	£129,715.00
Policy requirement	£136,999.00
Surplus/Shortfall	-£7,294.00

Although the calculations for free and ear marked reserves are showing a deficit of £7,294 to policy, the Clerk believes that this poses no significant risk to the Council as savings in the 2021-22 budgeted expenditure are likely as is increased revenue from sports hire and CIL payments from new developments.

It was therefore agreed to ear mark reserves for the next 5 years as detailed in the appendix of these minutes.

No provision has been made for potential costs of resurfacing the Community Centre Car Park which is currently being researched.

It was noted that parish online is updated with 99% of the parish assets loaded onto the website. A double check of bin and benches are required. The Clerk will continue to manage the value of assets and levels of insurance through an excel spreadsheet and the location and management information on Parish online.

P 11/21 To update on the transfer of the Parish Council accounting system from Sage accounts to Scribe

The chart of accounts has been completely rewritten to better suit the Council's needs.

Data has been loaded for the financial year 20-21 and this year's income and expenditure is currently being inputted. Inputting last year's data in the new chart of account format will mean that year on year comparisons will be available as soon as we transition.

Some challenges remain on setting up the opening balances. This is because Sage works solely on an income and expenditure accounts basis and Scribe works as receipts and payments basis, converting to income and expenditure at year end. It is important to take our time and get this part of the transition correct, but it is taking more time and resource than originally thought. Long term it is believed Scribe Accounts will produce better financial reporting and will save administrative time.

P 12/21 To consider the grant applications and make a recommendation to the Parish Council as to the successful applicants and recommended award amounts.

A contradicting statement within the grant policy was highlighted by Cllr Byrne and Cllr Crosthwaite. The first paragraph states

“Applications will only be considered from not-for-profit groups, organisations and registered charities within the civil Parish of Colden Common”

However, under 3.0 rules, section 3 states ***“Activities subject to an application for a grant must be for the benefit of residents in the Civil Parish of Colden Common”***

The Committee felt that the first paragraph is an error. The Councils previous awards and guidance contained in the LGA 1972 s137 (which was the power that the prior to achieving the general power of competence) meant that awards can be paid to any organisation which provides a benefit to residents of Colden Common.

It was agreed to ask that the Policy and Procedures Committee review the policy at the next meeting, and that in the meantime the Finance Committee continue to recommend awards using the guidance in section 3 of the policy.

The applications were discussed and awarded as follows

Citizens Advice Bureau

It was resolved to recommend to the Full Council to make an award of £400 to the Citizen Advice bureau towards training costs of new volunteers, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried.

Colden Common Pre-School Playgroup

Cllr Izard left the room whilst this application was discussed.

It was resolved to recommend to Full Council to make an award of £345.58 to Colden Common Pre-School Playgroup towards the cost of outdoor play and sensory equipment, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Shaun Byrne and carried. Cllr Alex Loughran abstained.

Cllr Izard returned to the meeting.

Colden Common Community Association

Cllr Loughran left the room whilst this application was discussed.

It was resolved to recommend to Full Council to award the total sum requested of £2,000 to the Community Association towards the cost of installation powered doors to the main entrance of the building. If the Community Centre find that they are still short of funds for this project as it progresses, then the Parish Council would be pleased to receive a further application to consider later in the year. Proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried.

Cllr Alex Loughran returned to the meeting.

P 13/21 To agree any matters for the next meeting 6th December 2021

Review risk assessment
Budget monitoring reports
5-year financially projection
Budget for 2022-23

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Appendix 1 - Summary of fixed asset provisions for the next 5 years

DUE TO BE REPLACED WITHIN THE FINANCIAL YEAR 2022-23

Item	Life on asset register	Replacement Value	Recommended provision	Notes
Main Road Pavilion	-9 year	0	0	Accounted for under separate project
Autorake Rollaspikes	1	£3,348	0	Need to clarify usage (Bowls)
Autorake Rollaspikes	1	£3,245	0	Need to clarify usage (Bowls)
Ransomes Supercertes 61 Mower (Bowls / Cricket)	1	4,326	4,000	Old but could continue to operate well if maintained. Provision for one mower to be replaced
Ransome Zepher24" (Bowls/Cricket)	1	4,326		
Honda Mower	1	£500	0	Can be replaced under running costs
Floodlights Tennis	-2	£10,000	0	Tennis Club project
Youth Shelter Skateboard Park	-1	£7,000	£10,000	Needs replacing in 2022.
Old SLR	-1	£4,000	£0	Not essential to replace
Bowling Green Fencing	-1	£10,000	£15,000	Essential to replace in 2021 (quote being sought for metal fencing)
Triangle Play area	-1	£27,500	£30,000	Decision required on scope of replacement to provide accurate figure
Total			£59,000	

DUE TO BE REPLACED WITHIN THE NEXT 2-4 YEARS

Item	Life on asset register	Replacement Value	Recommended provision	Notes
Multi Play toddler Unit Playdale (Recreation ground)	4	£10,000	£10,000	Precise lifespan is unknown
2 bay wooden swing	4	£8,320	£8,320	Precise lifespan is unknown
Single arch metal cradle swing	4	£5,200	£5,200	Precise lifespan is unknown
Skateboard Park	4	£28,393	£30,000	Precise lifespan is unknown Wooden underneath
Multiplay unit on The Green	4	£10,000	£12,000	Precise lifespan is unknown
TOTAL			£65,520	

DUE TO BE REPLACED WITHIN THE NEXT 5-10 YEARS

Item	Life on asset register	Replacement Value	Recommended provision	Notes
Eroll Electric Roller	6	£1,738	£2,000	Precise lifespan is unknown
Power roll Roller	10	£10,000	£10,000	Precise lifespan is unknown
Car Park Columns /Lighting	9	£17,314	£30,000	Needs research
Car Park Surface	9			Needs research
No provision for replacement benches	Various	£1,000 a bench	£0	Not worth making a provision at not business critical
Colden Common Park Play area	5	£50,000	£70,000	Precise lifespan is unknown
TOTAL			£112,000	

TOTAL over next 10 years			£236,520	
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