

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**  
**HELD ON MONDAY 19<sup>th</sup> SEPTEMBER 2016 AT 7.45PM IN THE**  
**RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

**Present** Cllr John Carry (Chair)  
Cllr Steve Badham  
Cllr Maggie Hill

Cllr Izard  
Cllr Laurence Wilks

**Apologies**

**In attendance** Debbie Harding (Clerk)

**FA16/16 APOLOGIES FOR ABSENCE**

No members of the Committee were absent

**FA17/16 TO RECEIVE ANY DECLARATIONS OF INTEREST ON ANY  
SUBSEQUENT AGENDA ITEMS**

No declarations of interest were made

**FA18/16 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON  
23<sup>rd</sup> MAY 2016**

*It was resolved to approve the minutes of the meeting held on the 23<sup>rd</sup> May 2016. Proposed by Cllr Carry, seconded by Cllr Badham.*

**FA19/16 UPDATE ON MINUTES FROM THE LAST MEETING**

Little Wizards have an outstanding invoice of £2,039. The Clerk has spoken to Little Wizards who have committed to settle this invoice as soon as possible.

Citadel Security have got the alarm system up and running.

Pat testing is overdue and the Clerk will ask the Community Centre if they can assist or obtain quotes elsewhere.

The Clerk has asked the CCCC to insure the centre for £1,681,000, and asked for a copy of the insurance policy.

The skateboard park repair has been ordered. The cost will be £734.00. A claim has been made with the insurance company.

**FA20/16 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present.

**FA21/16 TO RECEIVE AND REVIEW THE Q2 BUDGET MONITORING STATEMENT**

The Clerk outline the budget monitoring statement up to and including September 2016. The forecast to year end is income of £283,107, expenditure of £302,798 which results in a forecasted use of reserves at 31<sup>st</sup> March 2017 of £19,691 against a budgeted use of reserves of £25,500.

The variances are mainly due to the tennis project with grant income coming in and being paid out for the project. Recreation income is down to budget and year and year due to the closure of Little Wizards. Other savings are forecasted through budgeted expenditure of S137 grants, office improvements and the external decorating of the Colden Common Park Pavilion.

**FA22/16 TO REVIEW THE PARISH COUNCILS LATEST 5-YEAR FINANCIAL ILLUSTRATION, HIGHLIGHT ANY FINANCIAL RISKS, ASSET REPLACEMENT FOR 2017-18 AND AGREE ANY BUDGET PREPARATION GUIDELINES TO BE RECOMMENDED TO THE CLERK, COMMITTEES AND FULL PARISH COUNCIL.**

The Committee reviewed the 5-year financial illustration. Cllr Izard confirmed that CIL monies will be paid on commencement of the Sandyfields scheme and have been confirmed at £150,000. It is likely that any additional precept funding through occupied houses will not be received by the Parish until 2019/20. The Clerk to make these changed to the illustration which will be presented to the Parish Council in October.

**FA23/16 TO DISCUSS THE COMMUNITY CENTRES PLANNED MAINTENANCE AND REPLACEMENT OF CCTV CAMERAS AND THE COUNCILS CONTRIBUTION TO THE WORKS**

The Finance Committee agreed in the past to fund any maintenance or replacement of CCTV cameras on a 50/50 basis with the Community Centre.

***Given the recent vandalism in and around the Centre, this principle still applies but the Parish Council would like to meet with the Centre Manager and the security company to run through the detail of the works to be completed before any financial contribution from the Council is confirmed. This is to ensure that both parties are happy with image quality that this new equipment will produce, and can be assured that the proposed equipment will support police prosecution and offers both parties the best value for money in terms of security for our joint assets. Proposed by Cllr John Carry, seconded by Cllr Hill and carried.***

**FA 24/16 TO DISCUSS THE OPTIONS AND FINANCIAL IMPLICATIONS OF THE PROVISION OF A PARISH COUNCIL OFFICE**

The Community Centre have a trustee meeting on Wednesday evening and the Parish Council office is on the agenda. The Parish Council will ask whether Laurence Wilks and Maggie Hill are able to attend the meeting either to participate or as observers. The Council have asked the Community Centre to consider leasing one of the changing rooms to be converted by the Council as an exclusive use office. The Council awaits the outcome of the trustee meeting to move this matter forward.

**FA25/16** **TO RECEIVE THE AUDIT OPINION FROM BDO ON THE PARISH COUNCIL ACCOUNTS FOR THE YEAR ENDING 2015-16**

The audit opinion has not yet been received.

**FA26/16** **TO REVIEW THE PARISH COUNCIL INSURANCE SCHEDULE DUE FOR RENEWAL 1ST OCTOBER 2016 AND MAKE A RECOMMENDATION TO THE PARISH COUNCIL.**

The Committee reviewed the insurance schedule which is due for renewal on the 1<sup>st</sup> October 2016 and is attached to these minutes.

It was agreed to recommend to the Parish Council to remove the following items from the schedule

Street lighting to the value for £87,000 (Street lighting is covered under the PFI)

The Skateboard Park Youth Shelter £7,000 (risk of damage low)

The Tennis Courts - £20,000 and the tennis floodlights - £10,000  
(this will be covered by Colden Common Tennis Club)

A discussion took place on the insurance of benches and fencing and it was agreed to continue to insure them.

The Clerk to ask Came and Company to requote on this basis and report back to the Parish council for approval in October.

**FA27/16** **TO RAISE MATTERS FOR THE NEXT MEETING AGENDA**

No matters were raised.

Insurance values for October 2016 renewal

**Buildings**

Main Road Pavilion	£111,452.49
CCP Pavilion	£1,000,000.00
Garage Store	£3,019.90
2 Tractor/Equipment Stores	£25,250.00
	<b><u>£1,139,722.39</u></b>

Office Contents	£1,300.00
General Contents	£10,340.00
Outside Equipment	£0.00
Street furniture	£78,600.00
Gates and fences	£60,381.00
War memorials	£0.00
playground equipment	£216,080.00
Mowers and machinery	£74,331.80
Sports equipment	£20,347.00
Other surfaces	£0.00
Natural Surfaces	£36,410.00
Fidelity guarantee	£250,000.00
Loss of revenue	£25,000.00