



**Minutes of the meeting of the Finance and Administration Committee.
Held at Colden Common Community Centre, St Vigor Way,
Colden Common, SO21 1UU
on Monday 1st August 2022 at 7.00pm**

Present: Cllr Hazel Crosthwaite (Chair)
Cllr Shaun Byrne
Cllr Richard Izard
Cllr Maggie Hill
Cllr Rob Veck
Cllr John Pearce
Cllr Brian O'Neill

Apologies: Sophie Thorogood (Asst Clerk)

In attendance Debbie Harding (Clerk)
Cllr John Boyes

F01/22 To receive any apologies for absence.
No apologies were received.

F02/22 To elect a Chairman of the Committee
Cllr Izard proposed Cllr Crosthwaite as Chair of the Committee, seconded by Cllr Hill and carried.
Cllr Crosthwaite signed the declaration of acceptance of office

F03/22 To elect a Vice-Chairman of the Committee
Cllr Izard proposed Cllr Pearce as Vice Chair of the Committee, seconded by Cllr Shaun Byrne and carried.
Cllr Pearce signed the declaration of acceptance of office

F04/22 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.

Cllr O'Neill Brian is on the Executive Committee for 9th Winchester Scouts and Cllr Veck is a member of the Colden Common for Ukraine Group (CC4U group) and a member of Colden Common Shed.

Cllr Pearce is also a member of the CC4U group.

Cllr's Pearce, Veck and O'Neill will not take part in the any of the grant applications made by those groups.

Although the interests are non-pecuniary, they declared an interest and will not be taking part in the grant application recommendations associated with those groups.

F05/22 To approve and sign the minutes of the meeting of the Finance Committee held on 3rd May 2022.

The minutes of the Finance Meeting held on 3rd May 2022 having been circulated, were considered.

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

F06/22 Update on minutes, correspondence and other relevant matters not included elsewhere on the agenda (for information only)

The Notice of Conclusion of Audit has been received from the external auditor with no issues raised. The necessary declaration is on the statutory noticeboard, the internal auditor has been informed and the website will be updated shortly.

F07/22 To receive any questions from members of the public

No questions were asked.

F08/22 To approve written permission for alcohol consumption in the Social Room, Michael King Pavilion, for the Tennis Club

A draft letter of permission was circulated prior to the meeting. A minor change was made in relation to alcohol being permitted to be consumed in the Social Room and the pavilion terrace. ***Subject to this change, it was resolved to approve the letter of consent which will sit alongside the license for the Tennis Club to occupy the social room, Pavilion, Main Road. Proposed by Cllr Maggie Hill, seconded by Cllr Hazel Crosthwaite and carried.***

F09/22 To update on the transfer of accounting package to Edge Finance and Facilities

The Clerk confirmed that the Parish Councils accounting package has been successfully moved to Edge Finance from Scribe Accounts.

The booking system is almost completed, and the bookings diary will shortly be available to be viewed on the Parish Council website.

F10/22 To receive the budget monitoring report from April to June 2022

The latest budget monitoring statement was circulated and discussed at the meeting.

The budget for 2022-23 was approved in January 2022 and did not account for the projects which rolled forward to the financial year 2022-23 from the year 2021-22. A revised budget detailing funded rolled over and use of earmarked reserves will be produced for the Councils approval.

F11/22 To update on the finances for the Recreation Ground Pavilion project and make a recommendation to the Parish Council for approval of additional funding from reserves

The Clerk shared with the Committee the income and expenditure for the Recreation Ground Pavilion. The income and expenditure report shows the entire project costs, but the actual costs span over two years accounts.

The original project cost was £153,000. Of the £153,000 project costs approx. £46k of this contract value was for provisional sums. Provisional sum costs rise with inflation as they were not fixed price. Other costs were fixed do not regardless of inflation.

Additional costs have occurred for a Radon barrier in the social room, which was an additional request from the building inspector, relocation of the electrics to the social room, additional kitchen units and additional costs for asbestos removal (rising costs) and most significantly amendment from a disabled ramp to a terrace. The terrace will be completed in a fire-resistant composite material. The suggested barrier is an aluminium barrier which will take the final project value to approx. £190,000. If this is approved the Clerk is requesting that an additional £20,000 is made available for this project from reserves, which will make the Parish Council total contribution to the entire project £30,000.

In terms of funding the Parish Council resolved to fund £20,000 towards this project at a meeting on the 15th July 2021. At a meeting on the 1st November 2021 an agenda item to make available an additional £10,000 of funding was withdrawn as other funded was sourced.

The Clerk is recommending the Finance Committee to make another £18,000 available for this project taking the total to £38,000 which is approx. 18% of the total cost.

It was resolved to recommend to the Full Parish Council that a further £18,000 is made available for the completion of this project, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Rob Veck and carried.

F12/22 To sign the legal agreement for the Parish Council to adopt the telephone box on New Road

It was resolved to sign the legal agreement for the Parish Council to adopt the telephone box on New Road. Proposed by Cllr Rob Veck, seconded by Cllr Hazel Crosthwaite and carried.

F13/22 To review the letter of agreement with the “Willow Tree” Coffee pod to use the Recreation Charity Car Park

A draft letter of agreement was circulated prior to the meeting. Some minor changes were made. An additional line was added to state that any future use of the pavilion will be subject to a separate agreement.

It was resolved to approve written permission for a mobile café to operate from the Recreation Ground, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Rob Veck and carried.

F14/22 To review the insurance schedule which is due to be renewed on 1st October 2022

The Clerk circulated an updated declared values and the sums insured for the Parish Councils assets. The declared values need to increase to include the rising bollards and cricket nets. The insurance company has confirmed that as the new items are within the sums insured values there is no additional premium for this year.

The insurance is due to be renewed on the 1st October, and the Clerk will enter into insurance from 1st October on this basis.

F15/22 To consider grant applications and make a recommendation to the Full Parish Council for approval.

The grant applications were circulated prior to the meeting.

It was resolved to recommend to the Parish Council to award the following grants

Pre-School	£ 689.75
Shed	£ 275.00
Bowls Club	£ 199.00
Scouts	£ 1461.09

£2,624.84

It was agreed to reconsider the CC4U application pending further information in regard to a constitution, bank account, insurance and clarity on the exact amount of financial support which is required and the number of people supported.

Proposed by Cllr Izard, seconded by Cllr Crosthwaite and carried. Cllr Pearce, O'Neill and Veck abstained.

F16/22 To agree any matters for the next meeting.

No matters were raised.