

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON TUESDAY, 7TH DECEMBER 2020 AT 7.30PM
HELD VIRTUALLY ON ZOOM

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

Cllr Richard Iazard
Cllr Alex Loughran

Apologies None were received

In attendance Debbie Harding (Clerk)
Sophie Thorogood (Asst. Clerk)

F 26/20 APOLOGIES FOR ABSENCE

All Committee members were in attendance.

F 27/20 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were declared.

F 28/20 TO APPROVE THE MEETING MINUTES HELD ON THE
27th OCTOBER 2020

The minutes of the meeting held on 27th October having been circulated were approved as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Rob Veck and carried.

F 29/20 UPDATE ON MINUTES, CORRESPONDENCE AND
OTHER RELEVANT MATTERS NOT INCLUDED
ELSEWHERE ON THE AGENDA INFORMATION ONLY

The Parish Council has received another Covid-19 grant from Winchester City Council for £1,334.00. This was received late Friday, so is not in the year end forecast.

AXA have confirmed the settlement for the stolen AstroTurf would be £1,550 in total. This is a combination of the damaged/insured section at £550 (£800 less the £250 excess) and an additional £1,000, purely as a gesture of goodwill for the undamaged section. It is not yet known if this is conditionally of the whole section being replaced which is a total cost of £3,300. The Clerk is awaiting a response in this regard.

The mandates for Lloyds Bank and Redwood have been updated and Cllr Crosthwaite has been added as a signature to both accounts.

£85,000 has been reinvested in a 1-year bond with Redwood bank.

The Clerk to request a new card reader and card for Cllr Wilks so that he can access Lloyds bank for authorising payments and viewing the accounts.

F 30/20 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No public were present.

F 31/20 TO CONSIDER THE RESEARCH, AND A RECOMMENDATION FOR A LAPTOP TO PURCHASE FOR THOSE COUNCILLORS WHO REQUIRE ADDITIONAL IT EQUIPMENT DUE TO THE PANDEMIC AND CONTINUATION OF VIRTUAL MEETING.

The Asst Clerk shared some research with the Committee on IT equipment for Councillors.

After discussion it was agreed the most important functionality was screen size (for use with virtual meetings such as zoom) and the ability to view excel, word and pdf documents. Councillor laptops were required for light use and therefore do not need to be of a high specification as they are not required to run programs.

Due to screen size and cost, tablets were discounted. Use of open office was discussed, which would mean that individual Microsoft 365 licences would not be required. It was noted that if open office was deemed to be not suitable, then individual Microsoft licenses might be required which are approx. £10 per Councillor per month. Chromebooks do not allow downloads such as open office, or printer drivers and for that reason were discounted.

Under resolution 81/20 at the Full Council meeting on the 2nd November, the Clerk was given delegated authority to spend a maximum of £300 on IT equipment for each Councillor who requires equipment.

It was resolved that Councillors approved the purchase of laptops, pre-loaded with open office and free anti-virus software. The Clerk to draft an interim agreement for Councillors to sign on receipt of a Parish Council laptop, which will be reviewed by the Policy and Procedure Committee and presented to Full Council after their next meeting. Proposed by Cllr Laurence Wilks, seconded by Cllr Rob Veck and carried.

F 32/20 TO REVIEW THE DRAFT BUDGET PREPARED BY THE CLERK AND ASSISTANT CLERK AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION

The draft budget was circulated prior to the meeting and discussed. It was resolved to change the CIL income for the year 21-22 from £1,434 to £2,800 to include the new property in Valley Close.

With this change a summary for the proposed budget is below

Precept

Currently, we have assumed that an extra 40 houses be added to the tax base. Keeping the precept to £119.94 for a band d property this will generate an additional £4,798 precept revenue.

The tax base will be confirmed in the next week by Winchester City Council and any changes will be communicated to the Committee by e-mail, however, the change in tax base will reduce or increase the budgeted deficit and not change the precept per band d property.

CIL Payments

The income for 44 Spring Lane has been moved from this year to next (£1,434). A Cil payment of £1,366 has also been added for the new build property at Valley Close.

Income

- Recreation
Income will increase very slightly on this year but will only total £6,200 in a year due to continued impact of Covid and no forecasted revenue opportunities for either pavilion.

- Planning
We have budgeted for £20,000 in grants towards the proposed planning project

Expenditure

- Finance expenditure budget
 - Year on year we have increased the finance expenditure budget by £13,000 which is mainly due to an increase in budget grant funding from £7,436¹ this year to £20,000 next year. This increase is so that provision is available to consider supporting the Tennis Club floodlights project, subject to planning permission and a successful application approved by the Full Parish Council².
- Finance Project budget
 - An allowance has been made for new laptops for the Clerk and the Asst Clerk³

During the discussion on grant funding, Cllr Veck declared a non-pecuniary interest as a tennis club member.

¹ Plus standing grants commitments to the CCCC Newsletter, Burial Grant and Woodpeckers

² No predetermined amount, subject to evaluating the grant application and match funding

³ If required, laptops normally have a life of 2-3 years.

- Recreation expenditure budget
 - The Recreation expenditure budget has increased by approx. £18K year on year
 - £4,000 extra on play area repairs
 - £5,000 on management of Bluebell Wood and North Pond
 - Weedkilling of the Playing fields (happens every other year)
 - £4,000 for additional ground contractor works (Winter) as this year provision was spent on tree works
 - Additional energy costs of £2,000 at Colden Common Park when more normal winter usage returns.
 - Extra £1,000 on tree works (total annual budget of £20k, plus hedge cutting)

- Recreation project budget

○ Bowls water tank	£ 6,000
○ New spinner for triangle	£ 1,000
○ Illegal encampment works	£ 7,000
○ Security bollards for Colden Common Park	£15,000
○ New Bench	£ 1,000

- Planning expenditure budget
 - Increase of £1,200 year on year due to increases in HCC streetlighting costs
- Planning project budget

○ Footpath 15 boardwalk installation	£30,000 **
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** £20K of this cost budgeted in grant income (net cost to CCPC £10k)

Assuming this budget is accepted this will mean approving a budget with a deficit of £45,501, funded by reserves, £40k of which will be CIL funding.

This will mean forecasted reserves as of 31st March 2022 of £128,354 which is within the Councils reserves policy.

It was resolved to recommend this budget for adoption by the Full Parish Council, proposed by Cllr Laurence Wilks, seconded by Cllr

Rob Veck and carried.

**F 33/20 TO CONSIDER THE LEGIONELLA RISK ASSESSMENT
AND NOTE ANY ACTIONS GOING FORWARD**

The Parish Council legionella log was distributed prior to the meeting. Our caretaker is running the taps weekly and recording that he has done so. He is also descaling the shower heads and keeping records.

Cold and hot water temperature checks are not taking place and advice is required on whether with the appropriate kit if our caretaker take on this role.

Cllr Loughran agreed to speak to a contact who has experience of management of legionella, to see if they would be willing to speak to Clerk and offer some advice.

F34/20 TO RAISE ANY MATTERS FOR THE NEXT MEETING

Cllr Veck raised the matter of high energy bills at Colden Common Park. The Clerk will speak to the caretaker on taking weekly energy readings so that we can monitor the usage and attempt to understand what is driving the high charges.