

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON MONDAY 16th OCTOBER 2017 AT 7.30PM IN THE
COMMUNITY CENTRE, ST VIGOR WAY COLDEN COMMON

Present Cllr Steve Badham
Cllr Laurence Wilks

Cllr Richard Izard
Cllr Alex Loughran

Apologies Cllr Maggie Hill

In attendance Debbie Harding (Clerk)
Sophie Thorogood

F 11/17 **APOLOGIES FOR ABSENCE**

Cllr Hill sent her apologies

F 12/17 **TO APPROVE THE MEETING MINUTES HELD ON THE 22nd MAY 2017**

The minutes of the meeting held on the 22nd May 2017 were circulated prior to the meeting and it was resolved to accept them as a true record of the meeting, proposed by Cllr Badham, seconded by Cllr Wilks and carried.

F 13/17 **UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA INFORMATION ONLY**

The CIL monies on the two newly built properties 44 Spring Lane are not yet settled.

The Checklist for the monthly financial checks now forms part of the Accounts for payment schedule.

The Council Tax Support Grant for 2018/19 will be approximately 50% of that paid this year, and that will be the final year the grant is paid.

All other items are on the agenda

TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

F 14/17

No members of the public were present.

15/17 **TO REVIEW THE BUDGET MONITORING STATEMENT FOR Q2**

A Q2 budget monitoring statement was discussed. The year-end position has changed to account for the use of £8K of reserves to further fund the Parish Office conversion. The yearend position is therefore reported at income of £181,096, expenditure of £223,096, with the deficit of £42,000 being funded by reserves.

Due to the PWLB, without any additional projects and the expenditure remaining static year on year the Councils running costs are more than its income. With the reduction of the Council Tax Support grant by 50% in 2018-2019 and its removal completely in 2019-2020, this will continue until the loan is paid back in full.

F 16/17 TO REVIEW THE ASSET REGISTER AND RECOMMEND CHANGES WHICH MAY INCLUDE DISPOSALS TO THE PARISH COUNCIL

Councillors reviewed the asset register.

The following issues require clarification

The Bowls Club have indicated they they own the

Eroll Electric Roller
The Auto-Rollarake
Autorake Rollapspike
Vitex Evenspray

The Clerk to ask the Bowls Club to provide ownership details as the Council holds this equipment on the Asset register. Clerk

The Clerk to clarify which mower the Bowls Club use. Clerk

The Clerk to clarify with the groundsman what mower is available should the Ransome Supercertes 51 Mower breakdown and is unavailable for use on the Cricket Square. Clerk

The Clerk to investigate the second-hand cost of replacement cricket mower. Clerk
The Clerk to see if Otterbourne CC have any equipment. Clerk

The Clerk the groundsman to complete a risk assessment on the hedge cutting process when using the Warwick Tipper Trailer for cutting St Vigor Way Clerk/
G&F
MGR

The Clerk to ask DJ Scott for any value in disposing of the following equipment Clerk
Tractor Harrow
3 x Stihl engines (possible donation to Allotments)
2 x Victor mowers (parts not available)
1 x Toro mower

The Clerk and the Grounds and facilities Manager believe the above equipment has no value.

The Clerk to obtain a quotation for new hedge trimmer attachments as these are currently not on the asset register. Clerk

The Tennis Courts, Community Centre, van and street lights are insured on other policies. All 3 by third parties, except for the Van which is insured by the Council via a separate policy with Came and Company.

A copy of the tennis insurance is required. The other 3 policies are on file Clerk

It was noted that the groundsman currently only has access to one petrol engine for strimming and hedge cutting, and one pedestrian mower.

It was resolved that

The Clerk to receive subject to confirmation of zero disposal value of the Harrow, 3 Strimmer engines, 2 Toro mowers and 2 Victor mowers.

The Clerk to list each piece of play equipment on the asset register for insurance purposes and adjust the replacement values.

Subject to these changes, it was resolved that the Finance Committee would recommend the changes to the asset register to the Full Parish Council.

Proposed by Cllr Steve Badham, seconded by Cllr Laurence Wilks and carried.

F 17/17 TO REVIEW THE PARISH COUNCIL INSURANCE SCHEDULE FOR 2017-2018 AND RECOMMEND ANY CHANGES IN COVER TO THE FULL PARISH COUNCIL

It was agreed to remove the fencing from the insurance schedule and subject to a revised quote from the insurers taking into account revaluation of replacement play equipment, recommend the insurance schedule to the Full Parish Council, proposed by Cllr Steve Badham, seconded by Cllr Laurence Wilks and carried

F 18/17 TO RECOMMEND TO THE PARISH COUNCIL THE OPENING OF A NEW BANK ACCOUNT TO ENABLE THE FUNDS HELD TO BE WITHIN THE FINANCIAL COMPENSATION SCHEME PROTECTION LIMITED.

It was resolved to recommend to the Full Parish Council that the Council open up a bank account with HSBC so that funds can be shared between banks and balances be closer to the Financial Compensation limit.

Proposed by Cllr Richard Izard, seconded by Cllr Wilks and carried.

F 19/17 TO REVIEW THE CIL FUNDS WITHIN THE PARISH COUNCIL ACCOUNTS

CIL funds were received for the financial year 2015-16 in November 2016 for the build at Mallards, Brambridge to the value of £1735.38.

As of today, these are the only CIL funds in the Parish Council reserves. Cil funds for 2016-17 will be received in November 2017. It is not clear how much these funds will be.

The Cil monies for development of 46 Sprig Lane, have to date not been paid.

Currently CIL monies are transferred to the Parish in the November following the year end. Cllr Izard to confirm with WCC why the Parish has to wait so long for the monies. Cllr Izard

It was resolved to recommend to the Council that the Cil monies from 2015-16 and any received for 2016-17, be spent on provision of the Parish Office. This to be declared on the annual return. Proposed by Cllr Badham and carried.

Councillor Izard also to check If any instalment terms have been agreed with Taylor Wimpey on Cil payments for the development at Sandyfields Cllr Izard

F 20/17 TO DISCUSS ANY “FINANCE PROJECTS” TO BE INCLUDED IN THE DRAFT 2018-2019 BUDGET.

It was resolved to make a provision in the 2018-2019 for two new Parish Council laptops to the value of £1500, proposed by Cllr Wilks, seconded by Cllr Izard and carried

F 21/17 TO RAISE MATTERS FOR THE NEXT MEETING AGENDA – 11TH DECEMBER

- **REVIEW DRAFT BUDGET FOR 2018-19**

No matters were raised.

DISPOSED

	Asset value	
Van	£7,500.00	Disposed of - asset value
Harrow	£534.00	Not used
Stihl FS85RT	£355.00	
Stihl FS85RT	£500.00	
Hasqvarna 136 Chainsaw MS230 16"	£360.00	Steve has never seen this
Honda IZY 46cm Push Mower	£335.00	Steve has never seen this
Victor mowers	£900.00	Can't get parts
Victor mowers	£1,999.00	Can't get parts
Toro Mower £350 each	£700.00	Fell too bits - might be at the back of the shed, wheel fell off
Fencing around Tennis Courts	£16,381.00	Should have been removed last year, new courts added
Strimmer KM-94 EC-E	£238.00	
<u>Total</u>	<u>£29,802.00</u>	

PURCHASED

Van	£12,348.00	Purchase price
Impact White line Marker	£838.50	Adjustment purchase price from 2015
2 Combi Hedge trimmers attach to engines	£500.00	New price for two, not on register previously
New strimmer engine	£650.00	Purchased August 2017
3 x Strimmer heads (kombi)	£397.00	New price for 3, £113 only on register previously - £170 each
Land Boyes Lane	£1.00	
Recreation Ground	£1.00	
Triangle Open Space	£1.00	
Valley Close/Church Lane	£1.00	
North Pond/Church Pond	£1.00	
St Vigor Open Space incl The Green, Aspen, Alder, Ash, Hazel, Birch	£1.00	
<u>Total</u>	<u>£14,739.50</u>	

Asset register 2016-2017 Annual Return	£2,239,527.00
less disposals	£29,802.00
plus purchases	£14,739.50
<u>New Balance</u>	<u>£2,224,464.50</u>