

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON TUESDAY, 27TH OCTOBER 2020 AT 7.30PM
HELD VIRTUALLY ON ZOOM

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

Cllr Richard Izard
Cllr Alex Loughran

Apologies None were received

In attendance Debbie Harding (Clerk)
Sophie Thorogood (Asst. Clerk)
Cllr Maggs Pearson

F 14/20 APOLOGIES FOR ABSENCE

No apologies were received.

F 15/20 TO RECEIVE ANY DECLARATIONS OF INTEREST

Cllr Izard declared an interest in the grant applications for the Preschool and School as he is a volunteer Chair for the preschool and governor at the School.

Cllr Loughran declared an interest in the grant application for the Care Group as he is a Trustee, and the Tots group as they may operate under the umbrella of the Community Centre.

F 16/20 TO APPROVE THE MEETING MINUTES HELD ON THE 3rd AUGUST 2020

The minutes of the meeting held on 3rd August having been circulated were approved as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Rob Veck and carried.

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| F 17/20 | <u>UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA INFORMATION ONLY</u> | |
| All updates are agenda items | | |

F 18/20 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No public were present.

**F 19/20 TO CONSIDER THE GRANT APPLICATIONS AND MAKE
A RECOMMENDATION TO THE PARISH COUNCIL AS
TO THE SUCCESSFUL APPLICANTS AND
RECOMMENDED AWARD AMOUNTS.**

The Scoring matrix for applications were reviewed. The total amount of grants requests was significantly over the amount budgeted to spend in 2020-21.

It was agreed that 2020 was a difficult year for the organisations which had applied as normal activities to fundraise and generate revenue where affected by the pandemic.

The Committee felt that only one application for the school should be supported and that the application for the scooter shelter did not support well being as much as the other applications and whether a shelter was or was not available did not have an direct effect on the children.

It was therefore agreed that the following grant applications be recommended to the Full Parish Council for approval, proposed by Cllr Laurence Wilks, seconded by Cllr Maggie Hill and carried. Cllr Izard and Cllr Loughran abstained.

| | |
|---------------------|---------------|
| Holy Trinity Church | £3,701 |
| Citizens Advice | £300 |
| Life Education | £1,100 |
| Pre-School | £1,615 |
| Tots Group | £200 |
| Care Group | £210 |
| WI | £150 |
| RBL | £75 |
| | |
| Sub total | £7,351 |
| Already Committed | £150 |
| | |
| Total | £7,501 |
| Budget | £6,000 |
| | |
| Overspend | £1,501 |

The following grants are standing items in the budget to be paid

| | | |
|-------------------------|----------|-----------------|
| CCCA newsletter | £ | 3,500.00 |
| Churchyard Burial Grant | £ | 1,000.00 |
| Woodpeckers | £ | 400.00 |
| Total | £ | 4,900.00 |

NB. The CCCA newsletter grant is to a maximum budget of £3,500, but is paid quarterly upon receipt of an invoice, which currently costs £730 per quarter (so £2,920 p.a)

F 20/20 **TO NOTE THAT THE £85K 1-YEAR 2% FIXED BOND WITH REDWOOD BANK MATURES ON THE 15TH NOVEMBER WITH A BALANCE AT MATURITY OF £86,704.66 AND APPROVE REINVESTMENT OF £85,000 FOR 1 YEAR AT THE CURRENT AVAILABLE RATE OF 1%.**

It was resolved to reinvest £85,000 in a fixed term bond with Redwood Bank, proposed by Cllr Laurence Wilks, seconded by Cllr Alex Loughran and carried.

F 21/20 **TO NOTE THE PARISH COUNCIL INSURANCE COVER FROM 1ST OCTOBER 2020 ON A THREE-YEAR CONTRACT, AND CONSIDER THE RESPONSE TO THE PREVIOUS INSURERS THE RESPONSE TO THE PREVIOUS INSURERS ON THE CLAIM FOR THE ARTIFICIAL GRASS THEFT**

The Committee noted that new insurance details for Colden Common Parish Council and the two charities from 1st October 2020 on a three-year fixed contract with BHIB insurers.

The progress of the claim for the stolen artificial grass was noted.

| | | |
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| F23/20 | <u>TO REVIEW THE BUDGET MONITORING STATEMENT AND 5-YEAR FINANCIAL OVERVIEW AND RECOMMEND TO COUNCIL COMMITTEES BUDGET GUIDELINES AND OPINION ON THE LEVEL OF THE PRECEPT.</u> | |
| | The budget monitoring report was distributed prior to the meeting. The year end position of the Council is showing significant savings to budget due to additional income from the Covid-19 grant and savings achieved by the Committee for their project in this financial year. A summary of those savings is below. | |

| Committee | Project | Budget | Actual/Forecast | Difference |
|------------|-------------------------------|----------------|-----------------|----------------|
| Finance | VE Day | £2,000 | £0 | £2,000 |
| Recreation | Adult Gym | £11,000 | £19,000 | -£8,000 |
| | Fencing at CCP | £14,000 | £7,736 | £6,264 |
| | Toddler Park | £5,000 | £5,342 | -£342 |
| | Skateboard park Lighting | £7,000 | £4,405 | £2,595 |
| | Recreation Ground Consultancy | £6,000 | £6,000 | £0 |
| | Noticeboard at CCP | £1,000 | £1,000 | £0 |
| | New Rd to Rec footpath | £7,000 | £3,000 | £4,000 |
| | CCP Car Park | £15,000 | £3,500 | £11,500 |
| Planning | VDS | £2,000 | £1,698 | £302 |
| | Car Park Lighting | £13,000 | £4,135 | £8,865 |
| | | £83,000 | £55,816 | £27,184 |

The budget monitoring statement is forecasting a use of reserves at year end of £15,266, against a budgeted use of reserves of £56,527. This

however does not contain the recommendation from the Finance Committee to use £1,501 of reserves to award all the grants recommended, nor any provision to purchase an IT equipment for Councillors.

It is forecasted that year end reserves for the Parish Council will be approx. £190k at 31st March 2020.

In terms of the 5-year illustration for the Council, based on an modest increase to the tax base of 40 houses will mean that if the precept is kept the same, with a inflationary increase of 3%, the councils running budget will result in a £20k surplus to expenditure (excluding projects).

It was therefore the recommendation of the Finance Committee that the precept is not increased for the year 21-22. Proposed by Cllr Laurence Wilks, seconded by Cllr Richard Izard.

Competing possible projects for next year are largely Recreation Committee driven, and they will be discussed at the relevant committee, but include

- Recreation ground pavilion
- Bowls water tank
- Bowls green fencing
- Triangle Play area
- Footpath 15 boardwalk
- Tennis Club lighting
- Illegal encampment prevention
- Village gateways
- Woodlands
- Tree
- Allotments

F 23/20 TO CONSIDER THE RECOMMENDATION TO THE FULL COUNCIL FROM THE POLICY AND PROCEDURE COMMITTEE FOR A TEMPORARY CONTRACT FOR THE PARISH ONLINE PROJECT AND CONSIDER VIRED FUNDS FROM THE FINANCE COMMITTEE BUDGET TO FUND SUCH A ROLE IF APPROVED.

It was resolved that if the Full Council approves a temporary role for Parish online data input, that the Finance Committee approve a maximum payroll cost of £500 from its budget to fund the role, the £500 vired from other lines in the approved budget, as proposed by Cllr Rob Veck, seconded by Cllr Maggie Hill and carried.

F 24/20 TO DISCUSS GUIDANCE AND A DRAFT A SPECIFICATION FOR RESEARCH INTO THE COST OF PROVIDING COUNCILLORS LAPTOPS AND OR TABLETS.

Cllr Crosthwaite, Boyes, Hill, Glasspool and Izard have indicated that they would benefit from IT to continue with virtual meetings. It was agreed that this would be further discussed at the Full Council meeting on Monday and a quote obtained for a laptop (Chromebook or similar) with the capacity to read e-mails, read word, PDF and excel documents and attend virtual meetings for further discussion and consideration.

F 25/20 TO RAISE ANY MATTERS FOR THE NEXT MEETING

Legionella risk assessment