

# PARISH COUNCIL OF DENMEAD

## MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 8<sup>th</sup> NOVEMBER 2017 IN THE OLD SCHOOL, DENMEAD COMMENCING AT 7.30 pm

Members Cllr K Andreoli (P) Cllr I Brown (P)  
Cllr P Langford-Smith (Chairman) (P) Cllr K Scholey  
Cllr M Willoughby

Also present: Tony Daniells, Committee Clerk.

- 55/18FAP Apologies:** Apologies were received from Cllrs Scholey and Willoughby.
- 56/18FAP Declarations of Interest:** Cllr Andreoli declared a personal interest in agenda item 11, 2018/19 Administration Budget, as his wife was a volunteer for Denmead in Bloom who had applied for a grant.
- 57/18FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 27<sup>th</sup> September 2017 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**
- 58/18FAP Public Participation:** There was no requirement for a public session.
- 59/18FAP Correspondence**  
(a) An email had been received from the Manager of the DCA informing the Council that an electrical safety inspection had identified faults. Some of these needed to be rectified immediately. He had requested a meeting to discuss a way forward. **It was AGREED that the Clerk would arrange a meeting for a Friday at 12.30pm.**
- 60/18FAP The Old School**  
(a) Old School Insurance: The RFO had circulated a memo with her recommendation on recovery of the insurance premium paid for by the Council for The Old School. It was beneficial for the Council to add the premises to its insurance policy. The Committee referred to the Lease with the DCA for The Old School. Section Q stated that insurance was a requirement of the Lease. As a consequence, it had not been necessary for Council to pass any resolution on recovery of the insurance premium or otherwise. **It was AGREED that Council would continue to recover the insurance premium from the DCA but would ask the RFO to confirm the position on VAT. The Clerk would reply to the RFO.**
- 61/18FAP Replacement Photocopier/Printer**  
The Clerk had no update to give. The Committee reiterated the requirement to have two inputs for use by the DCA and Council. The Clerk would follow up this item. **NOTED**
- 62/18FAP Office Closure**  
(a) The Clerk had proposed the closure of the Parish Office for the 3 days between Christmas and New Year. Office staff would take annual leave during this period, which they had agreed to do. **It was unanimously RESOLVED that the Parish Office would close over the Christmas period from noon on Friday 22 December 2017 until 9.30am on Tuesday 2 January 2018.**
- 63/18FAP Pavilion/Landscape Team**  
(a) In discussions with the Chairman and Vice Chairman, the Head Groundsman had requested consideration be given to the following  
Replacement Tractor: The Chairman summarised the reasons for purchasing a new tractor to replace the aging L3250 Kubota. Consideration was given to the benefit of replacing it now whilst it had some p/x value and before further major spend on repairs was needed. The purchase could be funded from Reserves already put aside for a replacement tractor and to draw down unused money

in the Staff Salaries budget. **It was unanimously RESOLVED to purchase a replacement tractor now and funded as identified from Reserves and Staff Salaries.**

- (b) Office Phone: The purchase of a new phone with an answerphone capability was considered. **It was AGREED that the Head Groundsman could make this purchase as it was within his spend limit.**
- (c) Mobile Phones: The mobile phones used by the groundstaff were aging and the emergency phone was particularly old and needed frequent top ups. **It was AGREED that upgrades were requested from the current supplier and that the emergency phone was put onto a monthly contract.**
- (d) Chainsaw and First Aid Training: One day refresher courses had been booked for those Groundsmen whose previous training had expired. The Head Groundsman had been booked onto a three day course in December.  
The Head Groundsman was the only member of the Groundstaff team who held certification in use of a chainsaw at ground level. **It was AGREED that one other member of the team should receive training and certification. The Clerk would obtain costs and this would be funded from the existing Training budget if there were sufficient funds.**
- (e) Software Upgrade: The Head groundsman's computer was running on a back level of software. **It was AGREED that Carrera upgrade the software to current levels.**

#### **64/18FAP Finance**

- (a) Orders for Payment : **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 10) should be APPROVED in the sum of £11,205.25 including VAT and the receipts of £3,341.72 are NOTED. Further payments of 15,808.12 (including VAT) made since the last orders of payment were RATIFIED.**
- (b) Accounts: The accounts for October 2017 had been published. **NOTED.**
- (c) Bank Reconciliations: The bank statements had been previously circulated. The statements were reviewed and the balances as at 0 October 2017 were noted. The statement was signed at the meeting by Cllr Langford-Smith. **NOTED.**
- (d) Term Deposit: The Council had been advised that funds held on deposit were due to mature and their instruction was required. **It was unanimously RESOLVED that the current maturing fund on deposit, together with any interest was re-invested with the same financial institution for an 18 month term.**
- (e) HALC Affiliation Fees: The HALC AGM had resolved to increase affiliation fees for the coming year. This would result in an increase of £51 for DPC. **It was unanimously RESOLVED that this increase be accepted and included in the budget for 2018/19.**
- (f) Youth Club Bank Account: The Youth Club had a vision of becoming self funding and to achieve this, it would request that it became a registered charity. To allow this, it needed to have a bank account of its own. The Committee recognised the comments from the RFO. In considering how this could be set up and allow control, it was suggested that the RFO and a Councillor member of the Youth Club Management Committee would be signatories until such times as charity status was obtained and the Youth Club could manage the account. Monies raised from weekly subs and tuck would be paid into this account. As a signatory to the account, the RFO would be authorised to make withdrawals of up to £150 a month for running expenses for the Youth Club. Cllr Willoughby would be asked if he was willing to be the second signatory to the account. **It was unanimously RESOLVED to open a bank account with the Co-op with the RFO and another Councillor as signatories and to allow the RFO to withdraw funds as needed up to the agreed limit.**

#### **65/18FAP 2018/19 Administration Budget**

- a) The Committee were in receipt of a memo from the RFO with options and recommendations when considering the draft budget. It was unanimously AGREED to take forward the draft administration Budget forward to the budget setting meeting to be held on 16 November 2017 with the following amendments
  - i. the sum for a speed limit reminder should be removed.
  - ii. Accept the recommendation of the RFO and Draw down the Youth Provision Salaries of £15,000 allocated at the moment in the Draft Budget SAGE CODE 6165 (Y01).
  - iii. accept the recommendation to purchase a new Tractor by using £16,000 of the remaining balance of £25,278.49 allocated against Staff Salaries. (see min 63/18FAP

- a))
- iv. accept recommendation 2 and earmark any underspend in SAGE CODE 7004 (Village Centre Maintenance) at year end to EMR SAGE CODE 3011 and allocate it to Village Centre Maintenance to top up the balance again
  - v. Identify formal play equipment safety inspection course for a groundsman to obtain certification rather than accept the offer by Dave Potter
  - vi. Leave AD28 as is so that a Village Events manager could be recruited locally for one day a week
  - vii. The budget should allow for the Denmead Scene to be 12 pages an issue
  - viii. The Youth Club should be self funding in time but accept the funding recommendation of the RFO and fund salaries from Y01

**It was unanimously RESOLVED to take the draft Administration budget forward to the budget workshop on 16 November 2017 with the agreed amendments.**

b) Committee considered the request for Grants in the draft Administration Budget. The following changes were proposed.

- the grant to Denmead in Bloom would be increased to £2,700 to allow for the purchase of a new water bowser.

**It was unanimously RESOLVED to accept the draft Administration budget for the allocation of Grants with the above amendment and to take this forward to the budget workshop on 16 November 2017.**

**66/18FAP**

**Exempt Business**

**It was RESOLVED that in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business.**

The meeting closed at 9.50pm. The next scheduled meeting is on Wednesday 20 December 2017