

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 10th April 2018 commencing at 7.15pm

Present: - Cllr Waterman- Chairman

Cllrs	Alexander	Harrison	Perry
	Anderson	Honeyman	Stennett

Officers in attendance: Katrina Blee (Clerk) and Sheila Bird (Assistant Clerk).

PUBLIC DISCUSSION PERIOD

There were no members of the public present.

17/369 Apologies for Absence

Apologies were received from Cllr Parkin.

17/370 Declarations of Interest

Cllrs Harrison and Honeyman declared an interest in item 17/375 as they are Trustees of Corfe Mullen Youth Trust.

17/371 Minutes

The minutes of the Finance & Administration Committee held on 9th January 2018 were approved.

Nem Con.

17/372 Accounts for Payment

The Clerk advised revised figures for HMRC PAYE/NIC Month 1, DCPF-Superannuation Month 1 and Month 1 autopay following a minor adjustment. The following revised schedule was approved for payment.

PARISH COUNCIL ITEMS		
200980	D.J. Andrews - van mot, service, incl new rear brakes and cambelt	887.33
200981	Top Coat Print - newsletter printing	290.00
200982	Broadstone Link - newsletter delivery	201.24
200983	HMRC PAYE/NIC Month 1	1855.29
200984	DCPF - Superannuation Month 1	2681.06
autopay	Month 1	7435.87
dd 18.04.18	Chubb - fire extinguisher rental g'staff building	16.92
dd 09.04.18	UK Fuels - fuel	67.90
dd 01.04.18	EDDC - office rates	360.00
dd 01.04.18	EDDC - cemetery rates	238.23
card 22.03.18	Amazon - plastic name tags with holders	13.99

card 27.03.18	Assistant Clerk 10 year service gift (from Chairman's Allowance)	17.99
card 14.03.18	Post Office - stamps	56.00
card 21.03.18	Cooperative - refreshments for Annual Parish Meeting	19.47
	TOTAL	14141.29

VILLAGE HALL ITEMS		
200985	PHS - hand towels	17.64
card 22.03.18	Amazon - vacuum jug for Small Hall	17.14
card 23.03.18	Co-op- kettle for Small Hall	17.99
	TOTAL	52.77

Nem Con

17/373 Budget Monitoring Report for the quarter ended 31st March 2018.

The report was noted.

17/374 Update on Capital Projects

The following update on Capital Projects was noted.

Item	£ Budget	Update	£ Actual cost (net)
New skate park	60000 +60000 grant funding	The Clerk informed members that the start date had been delayed but it was hoped to complete the project by the end of June.	£119800
Meadow memorial	£850 (prev year)	Completed.	£831
Public Right of Way Brook Lane/Newtown Lane	£1000	Completed	£1000
Replacement gates at Towers Way Play Area	£2000	The quotation has been agreed and a start date is awaited.	
Mini-refurbishment of Henbury Play Area – replacement components	£5000	Not yet started – likely to take place in 2018-19. Following a suggestion from Cllr Harrison, it was highlighted that savings from the 2017/18 capital budget meant that if necessary, more than £5000 could be spent. The Clerk advised that she is meeting on site with the Head Groundsman and will bear this in mind when drawing up proposals for the refurbishment.	
Plant replacement	£1000, further £544 agreed at Full Council 28.03.17	Hedge cutter, pole pruner and mower replaced	£1554.51

New line marking machine	Not budgeted, agreed Full Council 28.03.17, budget £682	Replacement	£682.00
New laptop	Not budgeted, agreed at Full Council 23.05.17 £270	For meetings: due to Vista no longer being supported, refurbished one purchased	£248.58
Litter/dog bin replacements	£250, additional expenditure agreed Full Council 28.03.17, new total £1528	Replacement	£1460

17/375 Recording of Grants in kind

The following report was received from the Clerk:-

The Parish Council currently gives revenue funding to Corfe Mullen Youth Trust. With the Local Government Reorganisation, it is likely that the Parish Council may take on more services. It will be important to demonstrate to the public the actual level of subsidy the Parish Council provides to community organisations, and this should include time given by the Parish Council as well as financial grants. It may be that in the future the Parish Council offers support to other organisations such as help with funding applications, general advice from the Clerk etc.

The Clerk has already been asked to record hours spent on Youth Trust assistance and it is recommended that this is quantified annually in accordance with the hourly cost of employing the Clerk so that this can be reported to residents as part of the Council's Annual Accounts in the newsletter, on the website, or in an Annual Report.

This does not strictly apply to the Corfe Mullen Village Hall because the Parish Council as sole managing trustee does not charge for its services otherwise it would not be able to claim back VAT on purchases for the Village Hall. Therefore, only financial grants to the Village Hall should be recorded and reported.

For decision.

After discussion, Cllr Alexander proposed that the hours spent by the Clerk in assisting the Youth Trust should be reported as a grant in kind. This was seconded by Cllr Stennett.

Voting: 4 for 2 abstentions (Cllrs Harrison and Honeyman)

Cllr Harrison proposed that going forwards, although the same principle should apply to support given to other organisations, but that the reporting of such support should be decided on a case by case basis. This was seconded by Cllr Perry.

Voting: 6 in favour

17/376 Items of Information and Matters for Forthcoming Agendas

- a) The Clerk reported that Cllr Alexander had queried whether the Council is aware of, and compliant with, the Public Contracts Regulation 2015. The Clerk reminded the meeting that this had been discussed previously and that she had attending training on the regulations and procurement in general. The recent procurement exercise for the new skate park had been compliant with the new regulations as will all future procurement, including rolling contracts where the contract value, or equivalent, is £25,000 or more.
- b) The Clerk reported that Cllr Alexander had asked that the Council look at service continuity risk, e.g., how would the Council operate if the office suffered a major fire? In addition, it is crucial to ensure that during times of sickness or holiday of the member of staff responsible, others know the procedures and have the necessary access to information, equipment, keys etc. The Clerk was asked to look at this issue and report to the July meeting.
- c) Cllr Harrison asked for clarification on GDPR compliance. The Clerk advised that NALC has provided a toolkit for parish and town councils and she has started working through this. The first step had been to provide council email addresses for all councillors.
- d) Cllr Honeyman expressed concern that the recreation ground is extremely wet at the moment due to the very heavy rain we have had. He also asked about the status of the County Field under the new unitary authority and was advised that all assets will automatically transfer to the new authority.

17/377 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 10th July at 7.45 pm (*time subject to change*).

The meeting closed at 8.00pm.