

Minutes of the FINANCE & ADMINISTRATION COMMITTEE held at the Village Hall, Corfe Mullen on Tuesday 9 October 2018 commencing at 7.30pm

Present: - Cllr Honeyman - Chairman

| | | | |
|-------|-----------|----------|----------|
| Cllrs | Alexander | Harrison | Perry |
| | Anderson | Parkin | Stennett |

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

PUBLIC DISCUSSION PERIOD

There were no members of the public present.

18/187 Apologies for Absence

Apologies were received from Cllr Waterman.

18/188 Declarations of Interest

There were no declarations of interest.

18/189 Minutes

The minutes of the Finance & Administration Committee held on 10 July 2018 were approved.

Nem Con.

18/190 Accounts for Payment

| PARISH COUNCIL ITEMS | | |
|-----------------------------|---|----------|
| 201091 | Rigby Taylor x 2 - line marking paint and machine accessories | 554.40 |
| 201092 | Borough of Poole - grounds maintenance August | 739.20 |
| 201093 | TopCoat Print - newsletter printing | 290.00 |
| 201094 | R Evetts - office window clean | 9.00 |
| 201095 | Transfer to PSDF (excess second half precept) | 80000.00 |
| 201096 | SSE - PAT Testing | 148.85 |
| 201097 | Broadstone Link - newsletter delivery | 201.24 |
| 201098 | Lockyers Middle School - 6 months' rental for community hub | 4750.00 |
| 201099 | M B Wilkes - topsoil | 40.52 |
| 201100 | CMVH - meeting room hire | 282.00 |
| 201101 | Longham Garden Machinery - new Kubota ride on (including part ex for old m/c) | 5010.00 |
| 201102 | HMRC - PAYE/NIC Month 7 | 1862.39 |
| 201103 | DCPF - Superannuation Month 7 | 2801.34 |

| | | |
|---------------------------|---|------------------|
| autopay | Month 7 | 7868.23 |
| dd 08.10.18 | UK Fuels - fuel | 74.66 |
| dd 24.09.18 | UK Fuels - fuel | 112.98 |
| dd 25.10.18 | Chubb - fire ext. rental g'staff bldg. | 16.92 |
| dd 16.10.18 | DCC - waste collections from rec. | 133.20 |
| card 21.09.18 | OfficeMachines.net - stapler and hole punchers for office | 32.99 |
| card 21.09.18 | Amazon - 3 x padlocks for groundstaff | 60.00 |
| card 26.09.18 | Post Office - stamps | 58.00 |
| | TOTAL | 105045.92 |
| VILLAGE HALL ITEMS | | |
| 201096 | SSE - PAT Testing | 223.27 |
| dd 22.09.18 | Gazprom - gas supply August | 40.51 |
| card 25.09.18 | Screwfix - lamps | 39.90 |
| card 26.09.18 | Post Office - stamps | 11.60 |
| | TOTAL | 315.28 |

*Nem Con***18/191 Budget Monitoring Report for the quarter ended 2018 (Appendix 1)**

The Clerk highlighted some areas of note and gave some explanations.

The Clerk was asked to separate the rent for Lockyers Community Hub from the general hire of rooms. The report was noted.

18/192 Correspondence from the District Council regarding precept setting

Correspondence regarding changes to the way that the precept request is submitted was noted.

18/193 Budget Strategy 2019-20

The Clerk asked members to advise her regarding any forthcoming requirements when drafting next year's budget.

Cllr Harrison mentioned the potential upgrade of toilet facilities at the recreation ground.

Cllr Alexander reminded that due to probable changes when the pavilion lease is renewed in 2020, the Parish Council's financial commitment for pavilion maintenance will increase and should be provided for in the budget.

18/194 Business Continuity and succession planning (Appendix 1)

The Clerk outlined the initial draft document for members to comment. Some suggestions for additions were put forward which were noted by the Clerk. The Clerk stressed that it will be important to add the background detail to each section and to ensure that there are written procedures for all staff's tasks, including village hall

staff. In respect of succession planning, Cllr Alexander suggested that the Parish Council could look at using apprenticeships.

It was agreed that the Clerk should continue to work on the document and that the Staffing Sub-Committee should meet to discuss succession planning.

Nem Con.

18/195 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 | <p>Opened 4 July 2018. Official opening August 2018, when some feedback from users was received. Snagging relating to railings due to be remedied on 3rd or 4th October. New litter bin on order to address problem of additional litter. Seating for spectators to be considered at Community Services in November, for onward recommendation to Full Council.</p> <p>Retention of 5% to be held for three months after railings remedied in case of any further defects.</p> <p>Some reports of anti-social behaviour by adult users, in addition to litter problems and a small amount of graffiti, otherwise all feedback very positive.</p> <p>New railings – the 2nd order of railings was again manufactured incorrectly, and the Clerk has been advised that the railings should be completed by the end of this week – 12 October.</p> | <p>£119850 installation</p> <p>Additional costs relating to tree works, CDM fee, project management fee likely to be in the region of £3500. Final costs to be reported to Committee in January 2019 once known.</p> |
| Replacement gates at Towers Way Play Area | £2000 | Completed (Additional budget agreed by councillors). | £2175 |
| Mini-refurbishment of Henbury Play Area – replacement components | £5000 | <p>Not started, although the Clerk has had some play area companies out to take an initial look. Larger refurbishment being considered but agreed no action until it is known whether, and on what terms the licence from Dorset County Council is to be renewed.</p> <p>Clerk has put in an enquiry regarding the licence to DCC, awaiting a response.</p> | |

| | | | |
|-------------------|--------|--|----------|
| Plant replacement | £8000 | Planned plant replacement completed under budget. Two new strimmers £1030. Old ride on part exchanged for new one like for like, part ex value was £1300, net cost was £4175. | £5205.00 |
| Cemetery works | £15000 | Not started. Quotations considered by Community Services Committee in August and one accepted, subject to Clerk checking no planning permission required. Clerk reported no planning permission required and the works will commence on 12 November. | |

18/196 Items of Information and Matters for Forthcoming Agendas

- a) Cllr Parkin queried whether the Phelipps Charity grant was now able to be paid as she thought that it had previously been approved. The Clerk advised her that she would check back on previous minutes as her recollection was that it had not been approved.
- b) Cllr Alexander reported that central government grants will be severely cut next year. It is likely that there will be voluntary redundancies in some Dorset principal authorities as they will have to make substantial savings.
- c) The Clerk reported that the dual bin to be sited near the skatepark has been ordered. This needs to be on a concrete base which will cost £320 plus VAT. She confirmed that the work will be done, and the bin sited within the next few weeks.
- d) Cllr Perry raised the subject of the Windgreen roundabout planting and the Clerk and Parish Council Chairman reminded him that he had previously raised this at Full Council on 28th August 2018 and the issue addressed. Cllr Parkin also made some comments on the subject.

18/197 Date and time of the next meeting

The date and time of the next meeting was confirmed as Tuesday 8 January 2019 at 7.45 pm (*time subject to change*).

The meeting closed at 8.20pm.



Corfe Mullen Parish Council

BUSINESS CONTINUITY MANAGEMENT PLAN

Adopted by Full Council
On

Scope

The Council provides a Local Parish Council service to its electorate which includes the provision of: -

- Village Hall Complex
- Office/Help & Information Centre
- Recreation Ground, including grounds staff HQ/stores, two car parks, two public toilets, litter/dog bins, play area and wheel park
- Two further play areas (Towers Way and Hillside Road (@Henbury'))
- One multi-use games area at Towers Way
- Cemetery and chapel (original 'old' cemetery, and cemetery extension 'new cemetery')
- Allotments
- Village noticeboards (6 in total)
- One further public open space (Springdale Road Public Space) including car park and one litter bin
- Street lighting in unadopted roads
- Two bus shelters
- Village entrance signs
- Lockyers Community Hub (under Parish Council management part of the time)

The table below identifies risks in the Parish Business Continuity Plan, how that risk is mitigated and a business recovery timeline

| Timeline | Mitigation | 24 Hours | Within 7 Days | Within 1 Month | Within 3 Months |
|--|--|---|---|--|--|
| Recovery Steps → Event ↓ | Plan to minimise impact | Immediate Response & Actions | Response | BUSINESS CONTINUITY | |
| Loss of Clerk or Head Groundsman due to sudden/long term illness, incapacity or death | <p>Training of Assistant Clerks and Assistant Grounds staff in key tasks</p> <p>Written procedure manuals on all aspects of key tasks issued to all relevant staff and Parish Council Chairman</p> | <p>Assistant Clerks to Inform Parish Council Chairman of SPC.</p> <p>Inform Staffing Sub-Committee</p> | <p>Asst Clerks to provide cover in short term. Report to emergency Full Council to decide on temporary cover strategy</p> | | <p>Provide replacement and/or begin recruitment procedures</p> <p>Council to review position and procedure for improvements</p> |
| Death or serious injury to member of staff whilst carrying out Council duties or prolonged absence of staff | <p>Training of staff in all activities requiring H&S certification.</p> | <p>Inform Clerk and Chair who will report to the Staffing Sub-Committee – as above.</p> <p>Clerk to inform insurance company.</p> <p>Inform HSE (if req'd.)</p> | <p>Report incident to emergency Full Council Meeting</p> <p>Clerk to advise on temporary cover strategy and response to HSE (if req'd) and insurance company.</p> | <p>Report incident to Full Council Meeting</p> | <p>Provide replacement and/ or begin recruitment procedures</p> <p>Council to review position and procedure for improvements</p> |
| Loss of Council documents due to fire | <p>CLOUD storage</p> | <p>Clerk to inform Parish Council Chairman</p> <p>Inform insurance company.</p> | <p>Council to review position</p> | <p>Report incident to Full Council Meeting</p> | <p>Council to review position and procedure for improvements</p> |

| | | | | | |
|--|--|--|--|---|---|
| Loss of Council membership due to multiple resignations (causing Council to be inquorate) | Co-option of Councillors | Clerk to Inform all remaining members of Council and /Employees. Clerk to Inform Principal Authority Returning Officer | Principal authority to decide on temporary working strategy for immediate Council business | | Principal authority to instigate by-election or Parish Council instigate co-option procedure Council to review position and procedure for improvements |
| Loss of staff members due to resignation or dismissal | Contact DAPTC/SLCC or alternative for provision of support staff | Clerk to inform Parish Council Chairman. Report to Staffing Sub-Committee and advise on temporary cover. | | Report to Full Council Meeting | Provide replacement and/ or begin recruitment procedures Council to review position and procedure for improvements |
| Loss of Council electronic data due to fire, flood, breakdown or theft | CLOUD storage. Separate arrangements for the storage log in and password to CLOUD storage | Clerk to inform Parish Council Chairman | Install backup files on temporary equipment | Report incident to Full Council Meeting. Provide replacement equipment | Council to review position and procedure for improvements |
| Loss of Council equipment due to theft or breakdown | CLOUD storage. Separate arrangements for the storage log in and password to CLOUD storage | Inform Clerk and Parish Council Chairman. Report theft to police and insurers Replacement equipment to be provided under Clerk's emergency delegated powers. | Replace in line with current financial regulations | Report incident to Full Council Meeting Provide replacement equipment | Council to review position and procedure for improvements |
| Financial loss | Risks assessed annually, internally and by internal and external audits. | Refer to Risk assessment | Refer to Risk assessment | Refer to Risk assessment | Refer to Risk assessment |

Emergency Contact

Parish Council Office or Parish Council Chairman if out of hours (who has key staff contact information)

| | 2018-19 | To 30.09.18 | To 30.09.18 | Variance |
|-----------------------------------|---------------|---------------|---------------|----------------|
| | ANNUAL BUDGET | EXPECTED | ACTUAL | |
| INCOME | £ | | £ | |
| Precept | 294475 | 294475 | 147238 | -147238 |
| Cemetery Fees | 16995 | 8498 | 6716 | -1781 |
| Bank interest | 625 | 313 | 669 | 356 |
| Allotment Rents | 0 | 0 | 0 | 0 |
| Recreation | 1400 | 3 | -65 | -68 |
| FOI income | 5 | 3 | 0 | -3 |
| Booklet/dvd/Sales | 40 | 20 | 0 | -20 |
| Other income | 50 | 25 | 55 | 30 |
| Rent from CMYT | 0 | 7700 | 7700 | 0 |
| TOTAL INCOME | 313590 | 311037 | 162313 | -148724 |
| EXPENDITURE | | | | |
| Employees | | | | |
| Salary & wages | 153592 | 76796 | 77838 | 1042 |
| Travelling expenses | 500 | 250 | 230 | -20 |
| TOTAL | 154092 | 77046 | 78068 | 1022 |
| Recreation | | | | |
| Grounds maintenance | 30250 | 15125 | 11718 | -3407 |
| Insurance | 575 | 575 | 483 | -93 |
| Rent - DCC | 700 | 700 | 0 | -700 |
| Play Equipment maintenance | 1400 | 700 | 2175 | 1475 |
| Dog wardening | 4000 | 4000 | 3900 | -100 |
| Community orchard | 300 | 150 | 0 | -150 |
| TOTAL | 37225 | 21250 | 18276 | -2975 |
| General Administration | | | | |
| Professional services | 3100 | 3100 | 2417 | -683 |
| Staff training and prof fees | 1000 | 500 | 286 | -215 |
| Member training | 360 | 180 | 0 | -180 |
| Insurance | 2406 | 2406 | 2273 | -133 |
| DAPTC | 1283 | 1283 | 1247 | -36 |
| Audit fees | 1750 | 0 | 0 | 0 |
| Hire of rooms | 1390 | 695 | -2612 | -3307 |
| Advertising | 250 | 125 | 0 | -125 |
| Members travelling exps | 180 | 90 | 0 | -90 |
| Chairman's allowance | 1500 | 1250 | 985 | -265 |
| Parish Newsletter | 2000 | 1000 | 748 | -252 |
| Publications & subscriptions | 150 | 90 | 90 | 0 |
| Website/software/computer support | 1850 | 1200 | 1153 | -47 |
| PWLB loan interest | 2000 | 1000 | 683 | -317 |
| Election costs | 0 | 0 | 0 | 0 |

APPENDIX 2 (CONT'D)

| | | | | |
|---|---------------|---------------|---------------|---------------|
| Rent: Lockyers Hub | 0 | 9500 | 4750 | -4750 |
| Miscellaneous | 180 | 90 | 162 | 72 |
| TOTAL | 19399 | 22509 | 12182 | -10327 |
| Office Costs | | | | |
| Postage, Printing & Stationery | 1050 | 525 | 403 | -122 |
| Telephone/Internet | 1380 | 690 | 792 | 102 |
| Office Expenses | 7360 | 5480 | 5437 | -43 |
| TOTAL | 9790 | 6695 | 6632 | -63 |
| | | | | |
| Vehicles & Plant | | | | |
| Licence & Insurance | 1205 | 1205 | 884 | -321 |
| Petrol/Repairs | 3500 | 1750 | 1098 | -652 |
| TOTAL | 4705 | 2955 | 1982 | -973 |
| Cemeteries | | | | |
| Insurance | 359 | 359 | 339 | -19 |
| Rates and utilities | 2395 | 2320 | 2440 | 120 |
| Repairs & maintenance | 550 | 275 | 39 | -236 |
| TOTAL | 3304 | 2954 | 2818 | -135 |
| | | | | |
| Grants to outside organisations | | | | |
| Small grant programme/donations | 5500 | 0 | 0 | 0 |
| CMVH grant | 15000 | 15000 | 15000 | |
| Youth Trust revenue grant | 36104 | 24069 | 27464 | 3395 |
| Total | 56604 | 39069 | 42464 | 3395 |
| | | | | |
| Highways & Street lighting | 1340 | 670 | 221 | -449 |
| Allotments | | | | |
| Rent of land | 205 | 103 | 0 | -103 |
| Water | 500 | 250 | 242 | -8 |
| Maintenance | 240 | 120 | 60 | -60 |
| Legal fees re new site | 1250 | 1250 | 0 | -1250 |
| TOTAL | 2195 | 1723 | 302 | -1421 |
| TOTAL EXPENDITURE | 288654 | 174871 | 162945 | -11926 |
| | | | | |
| EXCEPTIONAL AND CAPITAL INCOME | | | | |
| CIL receipts | 0 | 0 | 894 | 894 |
| Capital grant from mitigation Fund for Wheel Park | 0 | 0 | 60000 | 60000 |
| TOTAL EXCEPTIONAL INCOME | | | 60894 | 60894 |

| | | | | |
|--|---------------|---------------|---------------|---------------|
| EXCEPTIONAL AND CAPITAL EXPENDITURE | | | | |
| PWLB Loan repayments | 8800 | 4400 | 4458 | 58 |
| Cap exp Earmarked reserves | 150000 | 142000 | 118122 | -23878 |
| Allotments provision | 2000 | 0 | 0 | 0 |
| Provision for devolved services | 10000 | 0 | 0 | 0 |
| Skate park associated costs | | | 3985 | 3985 |
| TOTAL EXCEPTIONAL EXPENDITURE | 170800 | 146400 | 126565 | -19835 |