

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE
HELD VIA ZOOM ON MONDAY 26TH OCTOBER 2020 at 7pm

Present: Cllrs K Clifford, A Parr, J Gardiner, H West, C Denny, E Jones, J Hay, P Arnott and S Real.

Also in Attendance: S Haines (clerk)

Members of the public: 2

Cllr Parr chaired this meeting as both the Chair and Vice Chair of Finance were absent.

- F20/10/77 Apologies for absence.** Cllr Watts (unwell) Cllr Turner (unwell) Cllr Pady (absent)
- F20/10/78 The Minutes of the Finance Committee Meeting held on 28th September 2020 (Appendix M) to be approved.** Cllr Jones proposed these be accepted, seconded by Cllr Clifford and agreed by all.
- F20/10/79 Matters arising from the minutes.** None
- F20/10/80 Declaration of Interests.** None
- F20/10/81 Democratic Period** – opportunity for public questions & comments. No members of the public wished to speak.
- F20/10/82 Balanced Accounts for the period 1st – 30th September 2020 to be approved.** Cllr West proposed these be accepted, seconded by Cllr Gardiner and agreed by all.
- F20/10/83 Accounts to be presented for payment**

BACS Mrs S Haines Salary 840.54 Zoom Subscription 11.99 VAT 2.40 Office Supplies 2.98 Overtime 5 hours 57.50 Minus Pension Contribution 45.00. **Total 870.41 pounds.**

BACS Mr J Rollings Salary 889.81 Mileage 0.45p X 40 miles 18.00 Minus Pension Contribution 80.00. **Total 827.81 pounds.**

BACS HMRC PAYE 227.20 NI Employee 50.94 NI Employer 75.14. **Total 353.28 pounds.**

DD Nest pension Employee Contribution 125.00 Employer Contribution 29.53. **Total 154.53 pounds.**

BACS PKF Littlejohn LLP Annual External Audit 300.00 VAT 60.00. **Total 360.00 pounds.**

BACS J. Mair Contracting Tree works at Road Green 480.00 Tree works at PMPF 220.00. **Total 700.00 pounds.**

BACS Office Depot 2 ring binder folders 1.40 VAT 0.28. **Total 1.68 pounds.**

BACS Office Depot Laminator 19.99 VAT 4.00 Laminating pouches 5.15 VAT 1.03. **Total 30.17 pounds.**

The above accounts were all approved for payment, proposed by Cllr West, seconded by Cllr Jones and agreed by all.

- a) Conclusion of audit received from PKF Littlejohn, a decision needs to be made on how much the Parish Council will charge anybody requesting a hard copy of the AGAR. (4 pages) Cllr Jones proposed no charge be made this was seconded by Cllr West and agreed by all.
- b) Electrical inspection due on the Rosemary Lane store in December. The last inspection was conducted by Matt Craker 5 years ago. Clerk has been instructed to gather three quotes, Cllr West volunteered to get a quote. Cllr Real asked that he be informed when the inspection will take place so he can be there for the carnival shed. This was agreed
- c) Permission to refund EROB on reserved grave no longer wanted. 600.00 pounds. Cllr Jones proposed we pay this, seconded by Cllr West and agreed by all.
- d) Advertising Clerks Temp replacement. An order has been placed in the Midweek Herald at a cost of 319.50 pounds + VAT. Noted
- e) Zoom meetings – Do we want to sign up for a year subscription at a cost of 119.90 pounds +VAT? Current monthly subscription is costing 11.99 pounds +VAT. Potential saving of 24 pounds +VAT. Cllr Arnott confirmed that EDDC are not planning on holding any physical meetings any time soon. Cllr Jones informed the Council that according to NHS resources no Covid vaccine will be available until late next year. Cllr West proposed we sign up for a year's zoom subscription, this was seconded by Cllr Jones and agreed by all.
- f) Quotes received for works to cut back shrubs and clear area of Govers Meadow Gardens. The Council voted to agree to the quote of approximately 200 pounds supplied by Mr Cliff Marriott to do the works on the gardens, Cllr Clifford has volunteered to meet Mr Marriott at the site when he schedules the work, clerk to organise. This was proposed by Cllr Jones and seconded by Cllr Clifford and agreed by all.
- g) Clerks holiday request 28th & 29th October and 21st – 24th December. Remaining balance 28 hours. Carry forward or pay? Holiday requests approved. Cllr Jones proposed the clerk be paid for the remaining holiday balance, this was seconded by Cllr West and approved by all.

- h) Social club claim - confirmation received that the buildings are index linked and it is the PC responsibility to have the buildings valued. This was noted. Cllr West volunteered to ask Peter Mason if he could have a look at the site.

F20/10/84 Fees to be changed in the finance year 2021 - 22

Tennis courts: Currently 5 pounds an hour for adults and 1 pound an hour for children.

Allotments: Present rates are 34 pounds for a full plot, 22 pounds for a half plot and 15 pounds for a quarter plot. Rent notices have been issued and money is trickling in. Charges were increased by 2 pounds last year (except quarter plots which went up by 1 pound) some plots have been vacated and will be offered to those on the waiting list.

Cemetery: Charges increased last year for fees for a person over 18 (385 pounds) and EROB/burial (650 pounds) cremation and memorial cost remain the same. Recommendation from funeral home to add on the regulations: 'Purchased plots may not be transferred without PC approval' as there has recently been a surge in people buying plots and selling them on for a profit.

Cllr Jones proposed we delay these decisions until May, this was seconded by Cllr West. Cllr West proposed that we take note of the funeral homes suggestion and make the amendment to the regulations, this was seconded by Cllr Parr and agreed by all. Cllr Real asked if this meant that the precept would remain the same as this year? This was confirmed.

F20/10/85 Rents to be charged in the financial year 2021 - 22

Stafford Cross lease agreed by Thomas Reed as a 5 year business farm tenancy. First years rent has been paid Lease expires September 2025.

Cleeves Field – Lease agreed with Mr Underdown as a three year business farm tenancy from 2019.

Milfield – Currently untenanted.

F20/10/86 Wages / salary for financial year 2021 - 22

Clerk currently 11.50 pounds per hour

Maintenance Man currently 13.40 pounds per hour

Cllr Jones proposed this be discussed in committee due to private nature, this was seconded by Cllr West and agreed by all.

F20/10/87 Contracts

Ground maintenance contract Halcyon holds contract until 2023

Grass Verges Halcyon holds current contract which is a one year agreement.

P3 contract Mr Tharp has held the contract since 2019, expires 2021.

The clerk has been asked to gather quotes for the verge cutting and the P3 contract.

F20/10/88 S106 meeting needed to discuss future proceedings. Cllr Jones suggested this be deferred until after a meeting scheduled for the 6th November has taken place regarding the skate park. This was agreed.

F20/10/89 Anything brought to the Chairs attention after the agenda published to be noted.

F20/10/90 Dates of next meeting

Full CPC Meeting- Monday 9th November

Finance & Planning –Monday 23rd November.

December meeting dates to be confirmed, second and fourth Monday is 14th and 28th. Cllr West suggested 7th and 14th December for meeting dates. These were agreed by all.

Meeting closed 20:26