

LONG ASHTON PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
19:40, 13th February 2017, Jubilee Pavilion

Present:-

Ms S Hardingham - Chairman
Mr M Harris
Mrs B Mackwood (from 19:39 until 20:37)
Mr R Sterland (from 20:37)
Miss M Uppington

Absent:-

Mr C Cave
Mr D Johnson
Mrs J Pullin
Mr N Moorcroft
Mr A Wilkinson

In attendance: the Clerk, Dr J Turp, and Mrs V Lacey (minutes).

F17.01 - Apologies for absence

Apologies were received from Cllrs Cave, D Johnson, Moorcroft, Mrs Pullin and Wilkinson. Cllr Sterland had told the Clerk that he would be late.

F17.02 - Declarations of Interests and Grant of Dispensations

Interests to be declared during the meeting and no dispensations were requested. It was noted that Cllr Hardingham, as a PC representative on the Long Ashton Children and Young Peoples Network, has a dispensation to allow her to discuss and vote on Network matters.

F17.03 - Minutes of previous meetings

The minutes of the meeting held on 19th December 2016, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

F17.04 - Exclusion of the press and public

It was resolved to exclude any press or public from item no. 22 of the agenda, as it involves the discussion of staff matters.

F17.05 - Matters arising

- a. F16.136a - Local Council Award Scheme. No progress can be made on this matter until the external auditor approves the PC's accounts. It was suggested that, given the delay in proceedings, the matter be discussed again at a full council meeting.
- b. F16.136c - Purchase of anti-virus software. This matter is ongoing.
- c. F16.136d - Table Tennis Table. There was no update on this matter and it was agreed that it should be brought back to Full Council for discussion.
- d. F16.143 – Reinvestment of 12 month Triodos Bond. The Bond has matured and the PC has received the proceeds. The Clerk is currently arranging independent financial advice on a potential investment of the money in the CCLA Local Authority Property fund.
- e. F16.147 – LULA. The Clerk will invoice local businesses for their 2016 Christmas trees, which were bought by the Parish Council. She will meet with the organisers of last year's Christmas lights in March for a wash-up meeting, and to discuss plans for 2017.
- f. F16.152 - Staff efficiency. This matter is ongoing.

F17.06 - Payment of accounts and Payments to Council

A list of payments and receipts was presented to the meeting and the content noted and approved. It was RESOLVED to approve expenditure of £19,170.95 and note receipts of £1,265.00 for the months of December 2016 and January 2017. Proposed by Cllr Hardingham and seconded by Cllr Mrs Mackwood. All in favour.

F17.07 - Bi-monthly statement and Bank reconciliation

The bank reconciliation to the end of January 2017 was presented. The total amount in all accounts is **£528,203.55**. It was RESOLVED to approve the bi-monthly statement and bank reconciliation. Proposed by Cllr Hardingham and seconded by Cllr Mrs Mackwood. All in favour.

F17.08 - Review of Expenditure against Budget - Noted.

F17.09 - Accounts for the year 2015/16

The External Auditor's report has still not been received.

F17.10 - Taylor Wimpey Areas

- a. Update on the transfer of the Taylor Wimpey areas and lease to LACA. No update although it was noted that the Public Art and the path across Peel Park are still outstanding, and may be delaying the transfer of the areas.
- b. Public art proposals. It was agreed that in her reply to Taylor Wimpey the clerk will accept the offer of £20,000 to be paid to the PC to allow the PC to commission a second artwork for Chancellors Park on the basis that they will in addition arrange for the Juno statue to be commissioned for Kings Croft, and they will reimburse the legal fees incurred by the PC in settling this matter.

F17.11 - To Review the following (circulated)

- a. Health and Safety and Risk assessment. Amendments were made to reflect changes in the Financial Services Compensation Scheme, the adoption of an Investment Strategy, the risk to LACA trustees, the possible effect of a traveller encampment on public open spaces or the community centre and PAT (portable appliance testing). It was also agreed that more detailed risk assessments should be provided for each staff post. It was RESOLVED to approve the document with these changes. It was also agreed to review the documents and to discuss the effectiveness of the risk assessment in a few months and that the Clerk and Assistant Clerk should enrol in the first aid course that All Saints Church is organising.
- b. Asset Register. The two defibrillators have been added to the register together with the decorative tipstaff (although its value is unknown), and to clarify the location of the bins by Berts Bench. It was noted that the PC does not own Dawson's Walk. It was RESOLVED to agree the document as amended.
- c. Fidelity Insurance Cover. The PC has just over £500,000 in cash and investments so the present £500,000 cover was considered adequate.
- d. General Insurance Cover. It was agreed that the present cover provided by Hiscox was appropriate. It was noted that the policy would have to be amended if the PC was to take possession of the mobile skate ramps. It was RESOLVED not to make any changes to the insurance cover. Proposed by Cllr Hardingham, seconded by Cllr Harris. All in favour.
- e. Earmarked Reserves. It was RESOLVED to agree the Earmarked Reserves as below and the explanatory document as circulated. Proposed by Cllr Miss Uppington, seconded by Cllr Mrs Mackwood. All in favour.

The following amounts have been earmarked for specific purposes:

	2016	Spent in 2016/17	Change (from budget)	2017	Extra provision	2017 adj total
Admin Cover	11,000	-	1,000	12,000		12,000
Office Equipment	5,500	-	-	5,500		5,500
Training	1,250	-	-	1,250		1,250
Cemetery Software	1,000	-	-	1,000		1,000
Burial Ground	16,874	-	2,000	18,874		18,874
Footpaths	6,655	-	1,000	7,655		7,655
Village enhancement	8,500	3822	-	4,678		4,678
Allotments	5,000	-	500	5,500		5,500
Youth	12,000	-	-	12,000		12,000
Planning Contingency	84,851	-	14,905	99,756	244	100,000
S106 All Taylor Wimpey Areas	209,686	9771	-	199,915		199,915
NDP implementation/VES	11,800	-	8,500	20,300		20,300
VES Consultation	-	-	-	-	1,802	1,802
Table Tennis Table	2,000	-	-	2,000		2,000
Leigh Woods	5,000	-	2,000	7,000		7,000
Election Costs	3,000	-	-	3,000		3,000
Christmas Lights	-	-	2,000	2,000		2,000
Total	384,126			402,428		404,474

F17.12 - Reinvestment of 12 month Nationwide Bond (matures 17th March 2017)

It was agreed that unless the offered interest rate is very low the £82,696 will be reinvested with the Nationwide. The Clerk to be given delegated authority for the decision in consultation with Cllrs Hardingham and Wilkinson.

F17.13 - CCLA Local Authorities Property Fund

The Clerk has been given recommendations for independent financial advisers who could give the PC guidance over its proposed investment in the CCLA's Local Authorities Property Fund. It was RESOLVED that Cllrs Hardingham, Sterland, Wilkinson and Miss Uppington would be the designated signatories on the account. Proposed by Cllr Mrs Mackwood, seconded by Cllr Harris. All in favour.

Cllr Sterland joined the meeting at 20:37 and Cllr Mrs Mackwood left at the same time.

F17.14 - Three year Budget

It was noted that the three year budget should contain reference to how the PC is to support LACA and the Youth Club over the next three years as well as those items contained in the action plan and provision made for in earmarked reserves. A draft will be brought to the next meeting for discussion together with an updated action plan.

F17.15 - Village Club

- a. Report on valuation of building. It is hoped that the valuation of the Village Club will be completed by the end of this week, although the process has taken longer than expected. Some concern was expressed that if the process took much longer, the valuation may be too late to be assistance to community groups considering bidding.
- b. Update on progress of community bids for the building. It was agreed that the Chairman would contact the RBL to stress the importance of the restrictions contained

within the Neighbourhood Development Plan on the change of use of community assets. The six-month moratorium on the sale of the building ends on 12th April.

a. Update on listing. The PC's attempt to have the building listed has failed as the building is not under immediate threat of demolition. A query had been raised whether compensation might be payable to the owner if the building was listed.

F17.16 - Parish Council office working group report.

Cllr Hardingham gave the following report:

The options for extending the Pavilion have been reviewed by the working group but none is ideal so the best short-term solution will be to give the PC control of the committee room. This will enable space in the PC office to be freed up and long term requirements for a better working area can be better assessed. LACA will discuss the implications with the Spinners & Weavers, the Bowling Club and the retinopathy team. LACA have a storage problem so they will look into how the workshop could be improved, possibly with racking and a new shed. The PC will look into how space can be better used in the PC office.

F17.17 - Grant Applications

a. To consider request for assistance towards cost of a training defibrillator. A resident who is running defibrillator-training sessions within the village has bought a training defibrillator for £185. It was agreed that if she intends to offer additional future sessions, the PC would offer to buy the equipment from her, and allow her to use it for these sessions. The money would be taken from the Village Enhancement Earmarked Reserves. It was RESOLVED to delegate authority to the Clerk to negotiate the purchase of the training defibrillator on this basis. Proposed by Cllr Hardingham, seconded by Cllr Miss Uppington. All in favour.

b. To agree precise payment terms for the grant to LACA. As the grant LACA applied for this year was unexpectedly large it was agreed that the full grant will be paid when LACA provides the PC with satisfactory evidence of its attempts to sort out the basis on which it charges its larger user groups. £1,000 will be held back from the first six monthly instalment of LACA's grant, with the possibility of £1,000 being held back from the second six monthly instalment if the issues have not been resolved by then.

c. Grant to Somerset Storyfest. It was agreed that the grant to Somerset Storyfest is scheduled to provide its educational services directly to around 40 pupils at Northleaze School shortly, and intends for the whole school and wider community to be the audience for a performance by these pupils. A grant to this independent provider would not contravene the PC's grant policy, which prohibits it from making grants to schools. The Clerk will write to Somerset Storyfest to ask it to publicly acknowledge the PC's grant support, and to provide an article for the PC newsletter. The Clerk will also suggest that the event is widened to include pupils from Birdwell School, although it was acknowledged that this might not be possible.

d. Grant to the Children and Young Person's Network. It had been agreed that £750 would be made available to the Network to enable it to make grants to youth organisations in the Parish subject to the Network providing satisfactory proposals for the management of the grant-making process. It was agreed that the suggested process was satisfactory, with the Network offering grants up to £300 and that there will be no conflict of interest, as attending members of the Network committee will not be applying for funds. The Network will ask for safeguarding checks from applicants. It was RESOLVED that the £750 grant be paid to the order of the Network as and when they award the grants. Proposed by Cllr Sterland, seconded by Cllr Harris. All in favour.

F17.18 - Theynes Croft car park

NSC will send the Clerk a copy of a draft lease, so that realistic quotes for the legal work can be obtained.

F17.19 - Staples change of ownership and effect on account.

Staples has been taken over and the account facility has been withdrawn at present though it is likely to be reinstated at some time. In the interim, it was agreed that the Clerk will investigate a new stationery provider.

F17.20 - Correspondence

a. From resident re LACA. The content of the letter sent to all Cllrs was noted and it was agreed that the PC's relationship with LACA will be discussed at the next Council meeting, to give all councillors the opportunity to share their views.

b. From Scouts re community service. It was agreed that the recycling project would benefit from the Scouts involvement and that the clerk should respond to them with that idea and to suggest a meeting to discuss the proposal with Cllrs Hardingham, Lansley and Sterland.

c. From Harris and Harris re cost of consecration. It was RESOLVED to approve consecration of part of the All Saints Burial Ground, at a cost of £850 (plus VAT and the Bishop's travelling expenses). Proposed by Cllr Hardingham, seconded by Cllr Miss Uppington. All in favour.

d. From Triodos confirming transfer of funds. Triodos has deposited the funds from the maturing bond into the PC's current account.

e. From NSC re yellow lines. It was RESOLVED that the PC will pay North Somerset Council £27.75 to have double yellow lines painted at the junction of Clarken Coombe and Long Ashton Road. Proposed by Cllr Miss Uppington, seconded by Cllr Hardingham. Motion carried with one vote against. The PC considers that the double yellow lines it requested on the eastern side of Keedwell Hill outside the doctors' surgery are very important however NSC has not agreed to them as they don't meet the new criteria for waiting restrictions.

F17.21 - Matters for information

There were no matters for information

F17.22 - Staffing matters

a. It was RESOLVED to agree to pay the second part of the two year (16/17 & 17/18) pay award detailed in the NALC/SLCC circular E02-16 with a 1% increase in each year to the clerk and assistant clerk. Proposed by Cllr Harris, seconded by Cllr Sterland. All in favour.

b. It was RESOLVED to agree an incremental point increase for the assistant clerk to point 22. Proposed by Cllr Harris, seconded by Cllr Sterland. All in favour.

c. It was RESOLVED to increase the Clerk's hours to 32 per week from 1st April 17. Proposed by Cllr Miss Uppington, seconded by Cllr Hardingham. All in favour.

d. It was RESOLVED to agree to pay the clerk for up to four days in lieu of annual leave if not taken by the end of March. Proposed by Cllr Hardingham, seconded by Cllr Harris. All in favour.

Date of next meeting – **TUESDAY** 18th April

Meeting closed 21:44