

# LONG ASHTON PARISH COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE MEETING 19:30, 18<sup>th</sup> February 2019, Jubilee Pavilion

Present: Ms S Hardingham – Chairman

Mr A Batt

Mr C Cave

Mr M Harris

Mr P Jackson (from 19:44)

Mr S McQuillan

Mr N Moorcroft

Mrs J Pullin (until 20:37)

Mr R Sterland

Miss M Uppington

Mr A Wilkinson

Absent:

Mr M Semple

In Attendance: Dr Janet Turp (The Clerk), Mrs T Warren (Assistant Clerk, minutes).

F19.01 - Apologies for absence were received from Cllr Semple.

F19.02 - Declarations of Interests and Grant of Dispensations - Interests to be declared during the meeting. Dispensations were requested by Cllrs Cave and Mrs Pullin for items relating to LACA to be able to take part in discussions and vote. It was RESOLVED to grant the dispensations as there would otherwise be no one to provide the necessary information on LACA to Council. Proposed by Cllr Moorcroft and seconded by Cllr Miss Uppington. All in favour with Cllrs Cave and Mrs Pullin taking no part in the vote.

F19.03 - Minutes of previous meetings - The minutes of the meeting held on 17<sup>th</sup> December 2018 copies having been circulated, were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Miss Uppington and seconded by Cllr Moorcroft. All in favour.

F19.04 - Exclusion of the press and public.

It was agreed that any press or public will be excluded from the agenda item discussing staff salaries.

F19.05 - To discuss and agree how the s106 money from the Kings Development should be spent. £48,500 is available to be spent. £1,500 will be required for legal costs on the lease for the Gardeners Walk play area leaving £47,000. LACA have put forward proposals for repairs to the play surface, replacement of some play equipment and some extra facilities for the MUGA. It was RESOLVED to agree to allocate £17,000 to be spent by LACA as described. Proposed by Cllr Miss Uppington and seconded by Cllr Moorcroft. All in favour.

This leaves £30,000 for other items. If not all of this is spent on the Gardeners Walk play area NSC agree that up to £10,000 could be earmarked for spending by LAPC in the future on outdoor sports or play facilities such as resurfacing the tennis courts or the skate park. If enough money was unspent it could be used to resurface the tennis courts now. The working group had considered options and if enough money was unspent it could be used to resurface the tennis courts now or on a feasibility study for the skate park.

Three quotations have been received for the Gardeners Walk play area with a brief for low height equipment suitable for children up to 10 years old. The proposals were discussed with regards to ease of maintenance, cost effectiveness, play experience and aesthetics. It was agreed by the PC that the proposal from Sovereign was preferred but that some change would need to be made to

the exact equipment chosen. It was RESOLVED to progress the quote from Sovereign with consideration of alternative equipment ideas to ensure low maintenance by the PC and if planning permission is required for the Sovereign proposal, then the proposal from the Touchwood would be considered. Proposed by Cllr Cave and seconded by Cllr Moorcroft. Agreed. It was agreed that a working group of Cllrs Batt, Cave and Moorcroft would progress the discussions with Sovereign re the exact equipment and final costs and consult nearby residents to request any comments on the design so concerns could be mitigated. The three proposals will be sent to NSC confirming that the preferred proposal is that from Sovereign with exact equipment to be finalised, and asking for advice on planning requirements. It was agreed to ask NSC to project manage the project.

#### F19.06 - Matters arising

- a) F18.118f – Quote to cut Birdwell Hedge; on-going.
- b) F18.118g – PFLA Community grant; the PC agreed to write to PFLA to request ask how the grant money awarded has been spent and if any is unspent what the plans are for it explaining that any unspent money may have to be re-paid to the PC and to ask about the status of the application for Long Ashton to be given the Surfers Against Sewerage plastic free village status. It was agreed that the £450 retained for the water fountain will be discussed when further information is available.
- c) F18.124 - LACA joint working group; the group will continue to meet to consider joint interest items including a feasibility study for a community hub, skate park and the LACA's business plan.
- a) F18.125 - Youth Club management committee grant; as there is only one Parish Cllr on the committee at the moment it was agreed that additional oversight by the PC will be considered at the next meeting.
- b) F18.123 - S106 monies available; a reply has been received from the CEO addressing the PC concerns about how s106 money is managed by NSC.

#### F19.07 - Payment of accounts and Payments to Council

A list of payments and receipts was presented to the meeting. It was RESOLVED to approve expenditure during December and January at £22,263.10 and to note receipts of £2,146.77 over the same period. Proposed by Cllr Hardingham and seconded by Cllr Harris. All in favour

#### F19.08 - Bi-monthly statement and Bank reconciliation

- a) Cllr Miss Uppington agreed to review the bank reconciliations.
- b) The bank reconciliations at 31<sup>st</sup> January 2019 and summary was presented. The total amount in all accounts is £563,193.13 including £41,600 long term investment. It was RESOLVED to approve the bimonthly statement and bank reconciliation. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.

#### F19.09 - Review of Expenditure against Budget.

The report showing the total expenditure for the year to 11<sup>th</sup> February at 69.8% of budget was noted.

#### F19.10 - Finance Items

- a) Youth grants – Cllr Jackson confirmed 4 applications have been received totalling £700 and these are with network members to agree how to allocate the £500 available. Decisions should be made by the end of February so the PC can make payments before the end of March.
- b) Reinvestment of 12 month Nationwide Bond (matures 17th March) – the available Nationwide accounts were considered. It was noted that as the PC is planning to spend out of its reserves next year it was important not to tie all its money up in fixed term bonds and the 95 day notice account was also offering a higher rate of interest. It was RESOLVED to invest the proceeds of the maturing bond in the Business 95 day saver account with a current interest rate of 1.1% (variable) p.a. Proposed by Cllr Hardingham and seconded by Cllr Sterland. All in favour.

### F19.11 - Library closure – report from working group

Cllr McQuillan gave a report. Following investigation of alternative sites the preferred option is a Portacabin on the community association site. A report will be prepared for full Council. The working group will next consider the exact location of the library and also whether the library should be operated as an independent community library or as part of NSC's statutory provision. The Chair thanked Cllr McQuillan and the working group for their work.

### F19.12 - Community Grant

The closing date for applications will be May 14<sup>th</sup> and Cllrs were asked to encourage organisations to apply.

### F19.13 - Earmarked Reserves

The amounts in earmarked reserves were reviewed. It was agreed that the amounts for the TW areas, Christmas Lights and the VES consultation will be finalised at the end of the year as the spend in each of these areas is not complete as yet.

The risk of holding a significant Planning Contingency reserve was discussed, given the high cost of advice and the difficulty of influencing strategic and local planning decisions and possible lost opportunity to spend the money on other items. However, it was noted that other parishes have successfully used planning advice to influence planning outcomes and so it was agreed that the holding of the reserve was warranted and it should remain. It was agreed that describing it as a fighting fund was probably misleading so should be taken out of the explanatory document with more emphasis on obtaining professional advice in the first instance.

#### **EARMARKED RESERVES**

The following amounts have been earmarked for specific purposes:

	2018	Spent in 2018/19	Change (from budget)	2019	Extra provision	2019 adj total
Admin Cover	13,000	-	1,000	14,000		14,000
Burial Ground	20,000	-	-	20,000		20,000
Footpaths	8,605	-	369	8,974		8,974
Youth	11,120	-	-	11,120		11,120
Office Equipment	3,963	-	-	3,963		3,963
Training	1,250	-	-	1,250		1,250
Planning Contingency	100,000	-	-	100,000		100,000
S106 All Taylor Wimpey Areas	189,733	9,474	-	180,259		180,259*
NDP implementation/VES	26,300	-	-	26,300	1,300	27,600
Allotments	6,000	-	-	6,000		6,000
Village enhancement	4,464	-	-	4,464	-2,300	2,164
Leigh Woods	9,000	-	-	9,000	1,000	10,000
Election Costs	3,000	-	-	3,000		3,000
VES Consultation	1,802	*-	-	1,802		1,802*
Christmas Lights	1,381	100*	-	1,281		1,281*
Road Safety	7,000	-	3,000	10,000		10,000
Parish Council Office	3,500	376	-	3,124		3,124
Tree Planting	1,000	-	1,000	2,000		2,000
CIL			7215	7,215		7,215
Silver award			1050	1,050		1,050
<b>Total</b>	<b>411,118</b>	<b>9,950</b>	<b>13,364</b>	<b>414,802</b>		<b>414,802</b>

It was RESOLVED to agree the Earmarked Reserves as shown and the explanatory document with the agreed amendments. Proposed by Cllr Moorcroft and seconded by Cllr Sterland. All in favour

#### F19.14 - Taylor Wimpey Areas

- a) Transfer of the Taylor Wimpey areas and lease to LACA; no update
- b) Public Art – update from Taylor Wimpey; none
- c) Replacement of trees – information is awaited from the tree surgeon
- d) Annual Play area inspection reports – update on repairs; the repair on the short swing uprights at Kings Croft should take place soon – they are being replaced under guarantee with the PC meeting the labour costs.
- e) Replacement for logs in Chancellors Park play area – a suggestion of a ‘Cheddar slide’ for toddlers at £5,609 was considered but not thought suitable. It was agreed that the decision for a simpler piece of equipment be delegated to the Clerk in consultation with Cllr Hardingham.
- f) Replacement bench for Kings Croft play area update. A quote for installation at £60 has been received and the bench will be ordered soon.

F19.15 - Parish Council office working group report; there was no report but it was agreed this item should stay on the agenda.

#### F19.16 - To Review the following (circulated)

- a) Health and Safety and Risk assessment - This was reviewed and it was noted that this has now been split into two sections – the first the Risk Register, covering financial and management risks and the second the Health and Safety Risk assessment, minor changes were made and the assessment adopted.
- b) Asset Register. This was reviewed – it was noted that new assets had been added with columns added to identify those items with a value over £1,000 included in the annual accounts as suggested by the internal auditor.
- c) Fidelity Insurance Cover General Insurance Cover – Existing cover was noted at £500,000 which covers all money held in PC accounts. It was agreed that this should be maintained but it was noted that it could be reduced if balances decrease.
- d) Insurance cover – the existing schedule was reviewed and no omissions noted. The Clerk noted quotes are being obtained for when the current agreement expires, based on the existing schedule and asset register.

#### F19.17 – VES; to discuss and agree expenditure on display and other consultation expenses, including the clerk’s time

It was noted that there is about £1,000 available from NDP funds for the consultation on NDP implementation including the VES. It was RESOLVED to allow up to £500 to be spent on the displays at the Village Market and Birdwell School with decision on exact expenditure to be delegated to the Clerk in discussion with Cllrs Sterland and Hardingham. Proposed by Cllr Moorcroft and seconded by Cllr Cave. All in favour

#### F19.18 – Annual review of possible section106 funds

A report from NSC showing contributions received, due and outstanding to be spent, was circulated and noted. It was agreed that this report should be requested annually.

#### F19.19 – Draft scheme of delegation

Following discussion of the draft document and agreement to minor amendments it was RESOLVED to adopt the amended Scheme of Delegation. Proposed by Cllr Hardingham and seconded by Cllr Cave. All in favour.

The delegated authority to the Clerk on financial matters will be reviewed when the Financial Regulations are next reviewed.

#### F19.20 – Banking Arrangements

The list of current authorised signatories for bank accounts was reviewed and it was RESOLVED that to ensure that there are sufficient Cllrs to sign cheques/instructions after the elections that the following amendments be recommended to full Council: to add to the list of signatories, those Cllrs on the F&GP committee who are not currently on the signatory list (Cllrs Batt, Jackson, McQuillan and Semple) with their agreement. Proposed by Cllr Hardingham and seconded by Miss Uppington. Agreed.

#### F19.21 – Prospective Cllrs meeting March 4<sup>th</sup>

An article to highlight the meeting was included in the February newsletter. It was agreed that the meeting should start with light refreshments and include an explanation of the Clerk's role, a brief overview of the process of becoming a Cllr, talks about the different committees and working groups, the work of the PC by current Cllrs and a question and answer session. The Councillors 'purple folder' to be available to be looked at.

It was noted that the 'Good Councillors' training session has been booked for 15<sup>th</sup> July 2019.

#### F19.22 – Annual Parish meeting

The RBL memorial group has requested the opportunity to talk about the new war memorial at the annual parish meeting – this was agreed. A response from Tyntesfield to the invitation to give a presentation has yet to be received.

#### F19.23 – LULA – no update

#### F19.24 – Correspondence

- a) From CCLA Market reports December and January – noted
- b) From CCLA re Local Authorities' Property Fund December 18 prices/yield – noted
- c) From CCLA Local Authorities' Property Fund Profile and Factsheet Dec 18 – noted
- d) From CCLA Public Sector Deposit Fund Fact Sheet Jan 19 – noted
- e) From Triodos re proposed transfer of business – The PC noted a new subsidiary company Triodos Bank UK Ltd, wholly owned by Triodos Bank NV, is to be set up from 1<sup>st</sup> March 2019 in order to continue services following Brexit.
- f) From Internal Audit Services – offering services; noted
- g) Resident – asking for review of grant policy. It was agreed that a response will be sent confirming that the grant policy is reviewed annually and that it is not thought necessary to amend it to take account of his suggestions as this time.

#### F19.25 – Matters for information

It was noted that the Burial Ground gardener has given notice. It was agreed that process to recruit a new gardener should be started.

#### F19.26 – Staff salary matters

- a) The new NALC/SLCC pay scales were noted
- b) It was agreed that the Clerk will move to point 33 (from old 39) and Assistant Clerk to point 9 (from old 20) on the new pay scales, from the 1st April representing a 2% pay increase.
- c) It was agreed that, following the successful completion of one year of service, the Assistant Clerk would move one increment on the scale to point 10 payable from April 1<sup>st</sup>.
- d) Clerk's Salary – It was agreed to set up a working group to consider and make recommendations on the Clerk's salary. It was agreed that Cllrs Hardingham, Sterland and Wilkinson should be on the working group.

The meeting closed at: 21:47

Date of next meeting Monday 15th April 2019