

LONG ASHTON PARISH COUNCIL

FINANCE & GENERAL PURPOSES –12th February 2018

Present: - Ms S Hardingham - Chairman

Mr C Cave

Mr M Harris

Mr P Jackson

Mrs J Pullin

Mr R Sterland

Miss M Uppington

Mr A Wilkinson

In attendance the Clerk, Dr J Turp, and Ms E Price (minutes).

Absent:

Mrs B Mackwood

Mr N Moorcroft

F18.01 - Apologies for absence

Apologies were received from Cllr Moorcroft and Cllr Mrs Mackwood

F18.02 - Declarations of Interests and Grant of Dispensations

Interests to be declared during the meeting and no dispensations were requested. Note Cllrs Hardingham and Jackson, as appointed PC representatives on the Youth Club Management Committee, have a dispensation to discuss and vote on items relating to the Youth Club.

F18.03 - Minutes of the last meeting

The minutes of the meeting held on 18th December 2017 copies having been circulated, were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Miss Uppington, seconded by Cllr Cave.

F18.04 Exclusion of the press and public - To agree any items to be dealt with after the public, including the press, has been excluded.

There were no items necessitating the exclusion of the press and public.

F18.05 - Matters Arising

F17.114b - Purchase of anti – virus software. Cllr Wilkinson will give the PC a licence.

F17.70 - Issues around solo working – Clerk to speak to LACA for advice.

F17.95a - HMRC removing Transcash as a means to pay Tax & NI – ongoing.

F17.99c - Hedge at back of Paulman Gardens – ongoing.

F17.99 - Tree Protection Chancellors Park – Clerk is still awaiting the quote.

F17.101 - Hearing Loop – ongoing.

F17.129 - Theynes Croft Signage – The quote was under £100 including fitting, so the Clerk, following consultation with the Chairman of F&GP and the Chairman and vice Chairman of Council has given the go ahead for the work.

F17.126b - Grants – The Grant needed to cover the Menshed insurance was less than expected. The Chairman will consider further how to contact organisations to publicise the Community Grant.

F18.06 To agree any comments that should be passed to NSC re Longwood Lane proposals.

This will be considered at the Full Council meeting on 19th March 2018 when plans will be available.

F18.07 - Payments 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 £17,951.47 and note receipts of

£601.91 for the months of December 2017 and January 2018. Proposed by Cllr Ms Hardingham and seconded by Cllr Cave. All in favour.

F18.08 - Bi-monthly statement and Bank reconciliation

The bank reconciliation to the end of January 2018 and summary was presented. The total amount in all accounts is £543,631.28. It was RESOLVED to approve the bimonthly statement and bank reconciliation. Proposed by Cllr Ms Hardingham and seconded by Cllr Miss Uppington. All in favour.

F18.09 - Review of Expenditure against Budget – to note. - Noted.

F18.10 - Finance items

- a) Quotes for contracts for grounds maintenance – given the proximity to the end date of the current contract it was RESOLVED to offer the current contractor an extension of the contract for a further year at the current rate, with any changes, if required, to be agreed by the Clerk in consultation with the Chairmen of F&GP and Council. Proposed by Cllr Cave, seconded by Cllr Jackson. All in favour.
- b) Reinvestment of 12 month Nationwide Bond (matures 17th March 2018) – it was RESOLVED that the current Bond with Nationwide be renewed for a further 12 months if the Clerk in discussion with the vice- chair and chair is content with the rate being offered (present bond is 0.65%). Cllr Wilkinson proposed, seconded by Cllr Ms Hardingham. All in favour.
- c) To consider whether to agree to upgrade BT broadband – it was RESOLVED to upgrade to the premium package at £31.30 a month. Cllr Sterland proposed, seconded by Cllr Cave. All in favour.

F18.11 - Earmarked Reserves

- a) Youth Club - To discuss the Youth Club's request for grant to support Street Dance – It was noted that there is £12,000 in earmarked reserves for Youth Provision. Street dance is very popular and has historically been funded via a grant from the NSC network fund but this is now closed so a request has been made for a grant of £880 to be met from earmarked reserves to fund the programme in the short term whilst other possible sources of funding continue to be explored over the next 6 months. It was proposed by Cllr Hardingham to agree the request for £880 for Street Dance, seconded by Cllr Jackson. 5 votes for, 3 abstentions. Motion carried.
- b) Leigh Woods Parking Scheme – The estimate for the scheme is £20-25,000. It was proposed by Cllr Ms Hardingham that the PC use earmarked reserves to contribute up to £10,000 to the scheme, seconded by Cllr Cave. 7 voted for, 1 abstention. Motion carried.
- c) To review earmarked reserves – the amount in earmarked reserves were reviewed and the explanatory document amended to take account of the changes. It was agreed that these should be finalised at the next meeting of the Full Council when the position re the closure of the library is likely to be clearer. It was RESOLVED to agree the Earmarked Reserves as below and the explanatory document as amended subject to confirmation at Full Council. Proposed by Cllr Ms Hardingham, seconded by Cllr Miss Uppington. All in favour.

EARMARKED RESERVES

The following amounts have been earmarked for specific purposes:

	2017	Spent in 2017/18	Change (from budget)	2018	Extra provision	2018 adj total
Admin Cover	12,000	-	1,000	13,000		13,000
Office Equipment	5,500	2,537	-	2,963	1,000	3,963
Training	1,250	-	-	1,250		1,250
Cemetery Software	1,000	-	-	1,000	-1,000	0
Burial Ground	18,874	-	1,126	20,000		20,000
Footpaths	7,655	-	950	8,605		8,605
Village enhancement	4,678	214	-	4,464		4,464
Allotments	5,500	-	500	6,000		6,000
Youth	12,000	880	-	11,120		11,120
Planning Contingency	100,000	-	-	100,000		100,000
S106 All Taylor Wimpey Areas	199,998	10,139	-	189,859		189,859*
NDP implementation/VES	20,300	-	6,000	26,300		26,300
VES Consultation	1,802	-	-	1,802		1,802
Table Tennis Table	2,000	-	-	2,000	-2,000	0
Leigh Woods	7,000	-	-	7,000	2,000	9,000
Election Costs	3,000	-	-	3,000		3,000
Christmas Lights	2,000	1,488	942	1,454		1,454
Road Safety	-	-	7,000	7,000		7,000
Parish Council Office	-	-	3,500	3,500		3,500
Tree Planting	-	-	1,000	1,000		1,000
Total	404,557	15,258	22,018	411,317		411,317

*S106 Money - to be finalised in April.

- d) To confirm funds available for the Village Enhancement Scheme – NSC have costed the full scheme at £179,000, however, it is such that it can be carried out in stages. It was identified that NDP implementation/VES EMR together with contributions from Road Safety and Village Enhancement EMRs may be drawn upon for the VES.

F18.12 - To Review the following (circulated)

- Health and Safety and Risk assessment – this was reviewed and minor changes made. However, it was recognised that having a single document including both Health and Safety and financial/management risk was not ideal and it was agreed that the Clerk should look to separating them and to produce two documents.
- Asset Register – Minor amendments made to include new acquisitions.
- Fidelity Insurance Cover – the £500,000 cover provided was reviewed and agreed to be sufficient as it covers nearly all monies held by the PC.
- General Insurance Cover – reviewed and agreed to be sufficient.

It was proposed to accept all the above with agreed amendments. Proposed by Cllr Ms Hardingham, seconded by Cllr Sterland. All in favour.

F18.13 - Taylor Wimpey Areas

Transfer of the Taylor Wimpey areas and lease to LACA – this is contingent on all s106 issues being resolved and the PROW issues do not appear to have been resolved yet. Public Art – there has been no update from Taylor Wimpey.

F18.14 - Parish Council office working group report.

The new furniture will be ordered now the old photocopier has been removed. Long term needs for a suitable Parish Council office still need to be considered.

F18.15 The new General Data Protection Regulation (GDPR)

Advice from Avon Local Councils Association – ALCA has advised local councils not to sign up for data protection officer services until outstanding issues have been resolved and guidance is available from National Association of Local Councils and the Information Commissioners Office - noted.

Offers of a Data Protection Officer from NSC and Audit West – It was agreed to wait until further advice is available from NALC to make a decision on a DPO service.

F18.16 – LACA

- a) Update on Grant – the working group will meet with LACA in March.
- b) Information regarding grant funding available to LACA for projects. LACA hope to apply for a grant to allow them to provide a better service. It was expected that a plan showing their plans for a possible extension to the club room would be available but were not. It was commented that the plan to close the library may change LACA's priorities.

F18.17 - Banking Arrangements – to discuss if the PC should consider changing current account provider to allow electronic banking.

It was agreed that the Clerk would investigate current accounts that allow multiple authorisation of electronic payments.

F18.18 - Staff Vacancies

Assistant Clerk – to discuss recruitment arrangements – there were very few applicants after the first advert so the closing date will be extended to the 12th March with the post being advertised via the website, Twitter, Facebook, the Long Ashton and Failand paper, noticeboards and Indeed. Interviews will be the week beginning the 19th March.

Village Orderly - to discuss recruitment strategy – one of the VOs is leaving so the post will be advertised.

F18.19 - Finance Seminar – feedback and to agree action to be taken

The Clerk and Chairman attended. In response to the advice received the invoices are now being initialled by those signing cheques. It was also recommended that checking the bank reconciliations against the original bank statements should not be left always to the same councillor (presently F&GP Chair), so any member of F&GP who has the chance to should do that in the week before the F&GP meeting. A copy of the bank statement is being sent to the vice-chairman rather than the chairman of Council – the clerk to resolve.

F18.20 - Correspondence – to consider and respond to those listed and to note others

From CCLA re Local Authorities' Property Fund January 18 prices/yield – noted.

From CCLA Local Authorities' Property Fund Profile – noted.

From CCLA Local Authorities' Property Fund Factsheet – noted.

From energy analysis re community energy funding – noted and it was agreed not to pursue the offer.

F18.21 - Matters for information

It was noted that the clerk's contract allows her to claim payment for overtime hours worked. It was agreed that payment could be claimed for extra hours worked whilst the PC is without an assistant clerk.

Date of next meeting – Monday 16th April 2018.

Meeting closed – 9.50 pm