

## DUNTON GREEN PARISH COUNCIL

### MINUTES of a Meeting of the Finance & General Purposes Committee held at Dunton Green Pavilion on Tuesday 7<sup>th</sup> NOVEMBER 2017 at 7.30pm

#### PUBLIC SESSION

None.

#### 1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Hersey, Lockey

Apologies: Cllr Mrs. Gomes-Chodynietki

In attendance: Tracy Godden (Clerk)

#### 2. ELECTION OF A CHAIRMAN

It was Proposed - Cllr. Hersey, Seconded - Cllr Lockey and Agreed that Cllr Mrs. England be elected as Chairman of the Finance & GP Committee.

#### 3. COMMITTEE TERMS OF REFERENCE

The Committee's terms of reference were discussed, agreed and adopted (Proposed Cllr Mrs. England, Seconded - Cllr. Lockey and Agreed) as below:

Name of Committee:	Dunton Green PC Finance & General Purposes Committee
Quorum:	3 councillors
	<p>Terms of Reference (meetings will be held as required from time to time to fulfil the following responsibilities):</p> <ul style="list-style-type: none"> <li>To undertake on behalf of the Parish Council the overseeing of financial matters and reporting to Parish Council meetings</li> <li>To assist and advise the Responsible Financial Officer in all matters including the preparation of the monthly, quarterly and annual accounts</li> <li>To monitor expenditure and income against the approved Parish Council Budget</li> <li>To prepare the annual budget and precept, with associated information for presentation to the full Council</li> <li>To ensure that the correct procedures are adopted and followed for all purchases and that the correct application is made of the tender process</li> <li>To review tenders with the relevant committee and to make recommendations relating to these tenders for adoption by the full council.</li> <li>To be proactive in pursuit of ways to improve the financial income of the Council</li> <li>To recommend to the council on the appointment of the internal auditor</li> <li>To assist the Responsible Financial Officer in the monitoring of the receipt and expenditure of Community Infrastructure Levy (CIL) monies</li> </ul>
Date of Agreement:	7 <sup>th</sup> November 2017
Date last reviewed:	7 <sup>th</sup> November 2017

Date for next review:	November 2018 (or earlier if deemed appropriate)
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Membership:	Cllrs. Freda England, Graham Hersey, Paul Lockey & Angel Gomes-Chodynietcki
Additional Membership:	N/A

The only change to the previous ToRs was the inclusion of a reference to the monitoring of CIL monies.

#### 4. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

#### 5. MINUTES OF THE COMMITTEE

It was noted that the minutes of the Finance & General Purposes Committee meeting held on 28<sup>th</sup> September 2015 had been approved and confirmed at the full Parish Council meeting on 9<sup>th</sup> February 2016.

#### 6. BUDGET 2017/18

##### 6.1 Year to Date 2017/18 Analysis

The Clerk had provided a copy of year to date analysis of spend (01 April to 31 Oct) versus budget for members to review and note.

#### 8. BUDGET CONSIDERATIONS FOR 2018/19 ONWARDS

The Clerk had prepared a draft budget to use as a starting point for discussions around the 2018/19 budget (and beyond).

##### 8.1 Amenities Committee recommendations

The Clerk confirmed that recommendations from the Amenities Committee had been included in the first draft budget. However, the sum for pavilion maintenance would be increased to £5000 to cover maintenance work to be scheduled for summer 2018).

Clerk

The Clerk presented suggestions for the Pavilion Hire Fee structure for 2018/19 following discussions and recommendations from the Amenities Committee.

It was resolved that the following charges would be applicable from 1<sup>st</sup> April 2018:

Clerk

##### 2017/18 charges for reference

	Intro Rate	Locals	Non-comm	Commercial
MH	£6.50	£12.50	£14.00	£18.50
R1	£5.50	£10.50	£11.50	£15.50
MH& R1	£12.00	£23.00	£25.50	£34.00
R2	£4.50	£8.50	£9.00	£10.50

##### 2018/19 charges - effective 1st April 2018

	Intro Rate	Locals	Non-comm	Commercial
MH	£7.00	£13.50	£15.00	£19.50
R1	£5.50	£10.50	£11.50	£15.50
MH& R1	£12.50	£24.00	£26.50	£35.00
R2	£4.50	£8.50	£9.00	£10.50

##### 8.2 Defibrillator - Village Hall

It was agreed that a sum to cover purchase, installation and maintenance of a new defibrillator at the village hall should be included. A sum of £1200 should be allocated to the budget.

Clerk

**8.3 Changing Rooms Storage**

It was agreed, following some discussion, that Changing Room 2 would be adapted first to include storage areas. A sum of £5000 would be included in the budget to cover installation of cupboard and bench storage of both main changing rooms.

Clerk

**8.4 Shower curtains/rail (changing rooms)**

A sum of £500 should be included in the budget for 2018/19 to cover this.

Clerk

**8.5 Suspended ceiling in changing rooms**

It was agreed that as this was likely to be a piece of work that could impact other aspects of the changing rooms (such as lighting) that this would be deferred for discussion in 2018 with a view, perhaps, to inclusion in a budget for 2019/20.

**8.6 Tables/chairs for changing rooms**

It was agreed that a small number of stacking chairs (which could be used externally as well as in the changing rooms) and two tables per main changing room would be required. A sum of £800 would be included in revisions to the first draft budget (but would not be purchased until storage areas had been completed).

Clerk

**8.7 Commercial charging for use of external facilities**

It was discussed and agreed that people using the recreation ground facilities for commercial gain should be expected to make a contribution towards the maintenance and upkeep of the facilities that were provided for residents of Dunton Green to enjoy. The Parish Council has always charged football clubs for the use of facilities and it is unfair that anyone who makes a living from running classes using the recreation ground facilities if they do not contribute. The charge would not permit unlimited use of facilities and commercial users would be expected to keep the Parish Council informed about their activities and negotiate use of them. Parish Council organised activities would take priority (and notice would be given if there was expected to be any clash). Currently there is one regular commercial user of the outside space who operates about 5 sessions each week, one of them in the evening. With effect from 1<sup>st</sup> January an annual charge of £500 would be made for use of the outside space, including the sports lighting and there was a possibility to incorporate into this use of the changing room toilet facilities.

Clerk

A review of the recreation ground byelaws would be planned.

Clerk

**8.8 Staffing**

After some discussion it was agreed that a job description and person specification would be drafted to enable an advertisement to be placed in January/February 2018 for an administrative assistant who would look after pavilion bookings and manage the facility. This would be with a view to the role starting from 1<sup>st</sup> April. This would then free up the Clerk to work on matters more pressing than the day to day management of the pavilion building. In terms of budget setting, the Clerk would include sums to cover the salary and pension of a new employee together with the purchase of a small laptop and mobile phone to facilitate flexible working arrangements which would be required for this role. Rate of pay would be discussed and agreed once the job specification had been finalised.

Clerk

Clerk  
FGPCom**8.9 LED lighting**

It was acknowledged that at some point it would be prudent to upgrade the Parish Council's current lighting stock to LED to benefit from the energy cost savings associated with LED lights (in the order of 60%). It was agreed that a sum of £5000 should be budgeted over each of the next three years to cover the costs that would be incurred, with a view to the works being under taken in 2020/2021.

Clerk

**8.10 Land asset maintenance**

It was agreed that a budget of £500pa should be included.

Clerk

**8.11 Income streams**

Except for the precept, the Parish Council's main source of income is pavilion hiring. With reliance predominantly on a small number of regular hirers and the risks then associated with that, it was agreed that the budget should be based on 60% of the current income level. Clerk to update the draft budget accordingly.

Clerk

**8.12 Other**

There were no other items raised for discussion.

The Clerk would prepare a further draft budget for review at full council in December.

Clerk

**9. COMMUNITY INFRASTRUCTURE LEVY (CIL) PAYMENTS**

The Clerk advised that full details would be provided at the November full council meeting but confirmed that a payment in the order of £21500 had been made to the Parish Council by SDC. Further development in Dunton Green would generate more CIL payments but it was not possible to budget for these 'windfalls' that have to be used on infrastructure projects and be spend within five years of receipt (or risk being returned to the developer).

Clerk

**10. DATE OF NEXT MEETING**

The committee would meet again as required, latest November 2018.

Due to the nature of the discussions the next item was discussed in closed session.

**7. CLERK'S CONDITIONS OF SERVICE**

**7.1 Salary package (to include pension, pay)**

The Clerk would provide details of the financial impact of any changes to salary and pension that might be proposed. The Committee would then review and discuss.

Clerk  
FGPCom

**PUBLIC SESSION**

None.

The meeting closed at 9.16pm.