

## HERSTMONCEUX PARISH COUNCIL

### Agenda Item: Committee Reports – F&GP

**MINUTES** of the Meeting of the Finance and General Purposes Committee held on **Tuesday 03 May 2016** at Herstmonceux Village Hall, Herstmonceux.

Present: Councillors: Mrs J. Angear (Chairman), M. Bradshaw, M. Goodsell, Mrs H. Kenward, S. Nash, and I. Stewart.

S. Goacher, RFO, took the Minutes, Mrs Clare Harrison, Parish Clerk also attended.

Members of the Public: None.

**FIN.01.05.16 APOLOGIES:** None.

**FIN.02.05.16 DECLARATIONS of INTERESTS:**

Councillor Mrs. Angear: Herstmonceux Village Hall, Herstmonceux Bowls Club

Councillor Goodsell: Various small maintenance contracts.

Councillor Stewart: MAS Systems Ltd, Herstmonceux Village Hall.

**FIN.03.05.16 DISPENSATION REQUESTS:** None received

**FIN.04.05.16 CURRENT YEAR EXPENDITURE:**

**Defibrillator Units:** The RFO reported that he had received a quotation for the supply of all electrical requirements involved in the installation of the Defibrillators at the Parish Office, Gardner Street, Herstmonceux and the Merrie Harriers Public House, Cowbeech in the sum of £676.14 exclusive of VAT.

The Chairman, Councillor Mrs Angear informed the meeting that she had been in conversation with the Merrie Harriers and that a Mr Legg of the Ambulance Service was able to recommend Defibrillators that incorporated a switch or button which would allow the unit to be used on an adult or child, and that these units cost £850 each.

It was proposed and **RECOMMENDED TO FULL COUNCIL** that the MAS Systems quotation be accepted and that the recommended Defibrillator units costing £850 be purchased and installed as soon as possible. Proposed Councillor Bradshaw; Seconded Councillor Mrs Kenward: All Councillors in favour.

**Artificial Cricket Pitch, Recreation Ground:** The RFO brought to the attention the matter of the balance of the contribution due from the Herstmonceux Cricket Club with regards to the replacement artificial cricket pitch, in the sum of £4,500 due to be paid under agreement by Friday 6 May next. The RFO informed the meeting that it had been brought to his attention that the Cricket Club has applied and been awarded a grant of £1,000 by the Central Social and Recreational Trust in January 2016, and had approached the RFO stating that the Club would only need to pay a balance of £3,500, as the contractor would be paid the grant direct from the Trust. The RFO had replied to the Cricket Club by stating that under the agreement a balance of £4,500 was due and unless the Contractor issued a revised final account of £3,500, the Club would be expected to pay over the sum of £4,500 in accordance with its agreement with the Parish Council. Mrs Lazell, Secretary to the Cricket Club, is trying to sort the matter out. The meeting agreed that if necessary the agreement could be varied to accommodate the reduced balance of £3,500, but if the supplier expects the Parish Council to pay a balance of £4,500, then this amount must be provided by the Club under the original agreement. Proposed Councillor Stewart; Seconded Councillor Mrs Kenward; All Councillors in favour.

**Litter, Lime Cross Park Sports Ground:** Councillor Nash brought to the attention of the meeting the disgraceful state of Lime Cross Park Sports Ground was in and

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suggested that an official letter be sent to the Herstmonceux Football Club, by the Clerk. Councillor Nash described the condition having walked across the football pitch yesterday (02 May):

- Litter and rubbish left all around the pitch and the surrounding hedgerow
- piles of plastic bottles left in and around the dugout
- old goal posts (metal) left in the hedge behind the goal
- a roller "parked" in the hedge

The RFO had recently been contacted by Mr Stephen Somerville, Treasurer of the Herstmonceux Football Club, and the RFO offered to speak to Mr Somerville regarding the matter, and this would then be followed up by a letter from the Clerk confirming the complaint. The RFO would suggest that that a time limit for the offending littering and dumped equipment clear-up of say 7 to 14 days be imposed and a reminder that under the Rules governing the use of Lime Cross Park Sports Ground, clause 6 states "The organisation shall be responsible for clearing and removing from Lime Cross Park Sports Ground all rubbish created by their activity and shall leave the ground in a neat and tidy condition."

The meeting agreed with this line of action. Proposed Councillor Nash: Seconded Councillor Mrs Kenward; All Councillors in favour.

**FIN.05.05.16 PERSONNEL SUB-COMMITTEE REPORT:** No Report.

**FIN.06.05.16 INSURANCE RENEWAL REPORT:** The RFO had circulated prior to the meeting a report detailing three quotations for consideration for the renewal of the Parish Council's insurance as from 01 June 2016. The quotations were as follows:

**Aon Ltd (Maven Local Councils):**

One-year Contract	£1,993.45
Three-year Long Term Agreement: (less 5%)	£1,893.78

**Came & Company:**

One-year Contract	£2,319.53
Three-year Long Term Contract	£2,203.55

**Zurich Town Parish & Community:**

One-year Contract	£2,401.92
Three-year Long Term Agreement:	£2,289.36
Five-year Long Term Agreement:	£1,987.92

The quotations had been given on the criteria, requirements, and current assets of the Parish Council as supplied by the RFO. Councillor Stewart had kindly looked at the Policy wording of all three companies and had informed the RFO that there was virtually no difference between Aon (Maven) and Zurich policies. Councillor Bradshaw and Councillor Stewart were not in favour of Came & Company, although this company was sponsored and recommended by the SLCC. Councillor Bradshaw was in favour of proposing AON (Maven) and suggested that the Three-year Long Term Agreement would benefit the Parish Council. Councillor Stewart agreed that a Long Term agreement would be beneficial, but to consider a five-year term may be too long to be locked into one provider. The meeting, therefore, **RECOMMENDS TO FULL COUNCIL** to instruct AON Ltd (Maven) for a Three-year Long Term Agreement at an annual premium of £1,893.78 as from 01 June 2016. Proposed Councillor Bradshaw; Seconded Councillor Mrs Kenward: All Councillors in favour.

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- FIN.07.05.16 FINAL ACCOUNTS 2015-2016:** The RFO circulated copies of the Final Accounts for the financial year 01 April 2015 to 31 March 2016. The RFO took the meeting through the accounts advising them that the accumulated fund as at 31 March 2016 amounted to £169,185.10. It was pointed out that in the estimates process in October / November in the current year there would be a need to provide for an increase contribution to the Election Reserve Fund due to the £4000 recharges to the Parish Council for the May 2015 Parish Elections. The RFO dealt with any questions raised, and the meeting **RECOMMEND TO FULL COUNCIL** that the Chairman of the Council be authorised to sign the Final Accounts, and Annual Return, subject to Internal Audit scrutiny, before submission to the external auditors by the due date. Proposed Councillor Bradshaw; Seconded Councillor Nash; All Councillors in favour.
- FIN.08.05.16 HERSTMONCEUX ALLOTMENTS ADMINISTRATION:** The RFO updated the meeting with the current position with the administration of the Allotments on behalf of the Parish Council. The RFO had taken this function from the Clerk as he felt that this was more a financial orientated function than that required of the Clerk. The RFO had taken the waiting list as provided at 31 March 2016, and had written to all remaining on the list asking them to confirm if they still wanted to be on the waiting list. The RFO had already had two wishing to be removed. The RFO had been working under the assumption that the Parish Council would give priority to persons on the waiting list that lived within Herstmonceux parish, and that anyone from outside would remain on the list until all residents had been allocated a plot. This was confirmed by the meeting generally.
- The RFO has issued reminders to nine tenants that has not yet paid their allotment fees.
- Councillor Nash was of the opinion that this move by the RFO was good and provided one point of contact within the Council for the allocation and administration of Allotments. Councillor Nash had attended meetings of the Herstmonceux Allotments Association and was concerned that not all plot holders were members of the Association, and, therefore, the subscriptions being collected by the Association did not cover the Public Liability premium (£270), the National Allotment Association affiliation fees (£105), plus the Association's expenses. Councillor Bradshaw also noted that the Association's subscription was levied per tenant not per plot, so a tenant with more than one plot didn't pay more than anyone-else. Councillor Nash said that the RFO had indicated his willingness to meet with the Association's Treasurer and see how he may help or how the Parish Council may assist by combining the Association's subscription on the same invoice or a separate invoice to each plot holder. Councillor Stewart asked if the Council's Public Liability would not cover the allotments as it was a function and provided by the Parish Council. The RFO agreed and stated that he would double check this with AON on renewal.
- FIN.09.05.16 STAFF APPRAISAL:** Councillor Stewart confirmed to the meeting that the RFO's appraisal would be undertaken on 04 May 2016, and that paperwork had been issued and completed in readiness for the appraisal meeting.
- FIN.010.05.16 CLOSE OF MEETING:** There being no other business, the Chairman, Councillor Mrs. Angear thanked everyone for their attendance and closed the meeting at 20.50pm