

## CAPEL PARISH COUNCIL

### MINUTES OF FINANCE COMMITTEE HELD ON 03 OCTOBER 2016 AT 8.00PM IN CAPEL PARISH HALL

**Present:** Mr Salter (Chairman), Mrs Schryver, Mr McLachlan, Mr Ball, Mrs Dale and Clerk.

**1 Apologies for absence:** Mrs Ford

**2 Minutes of previous meeting:** The minutes of the Finance Committee meeting held on 9 May had been agreed and signed at a previous meeting of the Parish Council.

**3 Declarations of Interest:** None

**4 Matters arising:**

- (i) A budget report for the period July to September 2016 was given. The Chairman asked for more detailed reports, showing the budget and expenditure for the whole year to date. Until this information is received, the Finance Committee are unable to make any further decisions on expenditure. The Chairman said that it was necessary to ensure spending was monitored as there were no contingencies for emergencies.

**5 P&L Statement and end of year comparisons to 31 August 2016:**

Current account - reconciled balance at 31 August 2016	£13,875.24
NS&I Savings balance at 31 August 2016	£27,479.47
(VAT to be reclaimed as at 30 September : £7,925.15)	

The yearly external audit by BDO has been completed. A half-yearly internal audit will be conducted by the Parish Council's internal auditor Mr Cooke during October 2016. Cheques were signed by three councillors.

**6 Clerking arrangements:** Mrs Bignell has now resigned her position. Mrs Russell has now taken over the position of Parish Clerk.

**7 Additional budget considerations:**

- (i) Expenditure on the Parish Office and Hall was discussed. There are no further large outlays to come out of this budget. Incidental equipment of additional tables, chairs and crockery have been the only additional purchases. These were necessary as the Parish Council is keen to hire out the hall and recover some of the financial outlay.
- (ii) The projector for the Parish Hall was discussed and it was agreed that a decision would be made once the budget and expenditure for the whole year to date has been monitored.
- (iii) The installation of CCTV outside the Parish Hall was discussed. There are numerous rules and regulations that have to be adhered to if this equipment is to be installed. Residents were not happy with the equipment being trained onto the children's playground. However, this is where the vandalism is being

carried out. It was agreed that if CCTV was to be installed it will only be used during the night when the playground should be empty.

- (iv) A directional sign board for the car park outside the Parish Hall was discussed. It was agreed that the sign board should be multi-purpose and include information on the Village Hall, Tennis Club and Cricket Club. Before any decisions are made it will be necessary to gain agreement from all parties to equally spread the costs. Mr Ball said that he was meeting with a specialist signage company and would discuss this with them. It was suggested that information could also be included on the Parish web site.
- (v) Extra expenditure was discussed to cover maintenance at Markham Park. At the present time the area was being used as a dumping ground for all manner of items. The hedge needed to be cut and trees needed to be lopped or felled. It was agreed that this extra expenditure could be used to open up the area and discourage dumping and a sum of £1,000.00 was agreed to cover this extra work. It was agreed that the precept for 2017-2018 should be increased to cover future costs.
- (vi) Agreement was given to purchase a lockage bin store for the bins outside the Parish Hall. At the present time the bins were being used as a reserve for the Cricket Club when their own facilities are full. There have been occasions when the bins are overflowing and it does not create a good impression for the Parish Hall.
- (vii) Security shutter for Coldharbour pavilion have been budgeted for. To increase the level of security power would need to be installed. However neither the pavilion or land it stands on is owned by the Parish Council. It is leased from the National Trust.
- (viii) Following the attempted break-in at Beare Green village hall, it is proposed to purchase a lockable cupboard, which will cost in the region of £270. The Parish Council have agreed to make a donation and will approach Councillor Helyn Clack for a similar sum.
- (ix) The Bowls Club pavilion, which is not being used, has been broken into. In order to discourage any further break-ins, immediate action has been taken to secure the broken window and empty the pavilion of all old furniture and equipment. This has already cost £250. These premises have been unoccupied for the past year and all utilities (water and electricity) have been suspended. As an empty building the Parish Council is not paying any Council Tax. Mrs Schryver has contacted Jaques Construction who have surveyed the premises and given a detailed breakdown of works needed to make the premises secure and dry. A sum of £6,500 would be required to carry out these works, which would include removing the kitchen and toilets. The minimum amount required would be £2,000 to secure the doors and undertake some initial preservation work on the building. It was agreed that the premises should be maintained and turned into a useful storage facility for the village. However, as the building would then be used as a store for cricket and village show day equipment, it would be appropriate to ask the Cricket Club and Horticultural Society to agree to cover the running costs. Mrs Schryver agreed to approach the Public Works Loan Board to arrange a loan to cover the cost of these repairs.

**8 Date and time of next meeting:** Monday 14 November 2016 at 8pm.