

DRAFT MINUTES
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Monday 15th July 2019, 7.30pm
Haddenham Parish Council Office

Present: Cllrs: Mrs. Aston, Mr. O'Hanlon (Chair), Mr. Sharp, Mr. Truesdale, and Mr. Young.
Clerk Ms. Gilbert
Cllr Mr. Brown attended as a member of the public.

F20 1 ELECTION OF VICE-CHAIR OF THE COMMITTEE

It was PROPOSED, SECONDED and AGREED to appoint Mr. Truesdale as Vice-Chair of the committee.

F20 2 APOLOGIES

All members were present.

F20 3 DECLARATIONS OF INTEREST

Mrs. Aston is a member of the Social Centre Management Committee.

PUBLIC PARTICPATION

There were no requests to participate.

F20 4 MINUTES

The minutes of the meeting held on 29th April 2019 were AGREED as a true record and signed.

F20 5 FINANCES

- (i) The bank reconciliation for year ending 31st March 2019 was APPROVED.
- (ii) The accounts for year ending 31st March 2019 had been converted into the Excel based format from the Omega software. This has taken a lot of time to set up but a method of transferring the information is now working. The accounts were reviewed, an error on the figure for dog bins was noted and will be corrected. The surplus at year end was £1,016 which will be reduced once the dog bins figure is corrected.
- (iii) The budgets for financial year 2019-20 were reviewed in line with the final year-end figures for 2018-19 and other known commitments. The current forecast is an overspend of £30k which would have to come from reserves.
The increase is driven by
- higher maintenance costs driven by a series of additional work requests increase £3k
 - Churchyard maintenance
 - outsourced maintenance increased to £60k to fund biodiversity projects
 - street light maintenance more was spent last year than anticipated as still a lot of older columns. Speeding up of new column installation should reduce ongoing maintenance costs.
 - salaries increased to £80k to cover pay rises and an additional member of staff, with associated increases in NI and pension.
 - audit increased to cover an additional internal auditor visit and RBS to close the year end accounts in Omega
 - there may be some savings in the IT budget

- (iv) The revision of the Omega coding system and recording of the 2019-20 accounts has been delayed due to the work on year end, but will now be progressed.

F20 6 AUDIT

The report from the Internal Auditor following the audit for year ending 31st March 2019 was noted. The Council was advised that the asset register should be reviewed by the Council annually. The Clerk will include this as an agenda item in future.

F20 7 RISK ASSESSMENT

There are some outstanding actions on the PC Risk Assessment, and some items are out of date. This will be updated for the next F&GP meeting.

F20 8 HERITAGE GRANT APPLICATIONS

The following applications for funding towards witchert wall repairs were considered under the Council's Witchert Wall Policy:

- (i) Rear of Waggoners Court, facing onto Stockwell – details of the specification and copies of invoices have not yet been received. It was AGREED to RECOMMEND DELEGATING to the Clerk to approve a 25% contribution once satisfactory evidence has been submitted.
- (ii) 23 The Croft facing onto the Kings Head footpath – it was AGREED to RECOMMEND contributing 25% towards the structural and public facing aspects of the work.
- (iii) It was noted that work has now started removing ivy on the witchert wall at Printers Piece facing onto Stockwell with a grant of £1,170 being made under previously delegated authority, subject to confirmation of the specification of the work. The specification has not yet been received.

F20 9 POLICIES

It was AGREED to RECOMMEND adopting the following policies:

- (i) Travel and Expenses Policy
- (ii) Volunteers Policy
- (iii) IT Policy (adoption previously deferred)

F20 10 BT PRICE INCREASES

Increased charges for phone and broadband connections under the current BT contract were noted.

F20 11 WOODWAYS PAVILION FIRE RISK ASSESSMENT

The Fire Risk Assessment for Woodways pavilion was received and its recommendations noted for action. The Clerk had commissioned PAT testing of the electrical appliances and modification of the fire escape light in the main hall. Responsibility for routine fire alarm testing and the purchase of a fire extinguisher are the responsibility of the Playing Field Management Committee who have been given a copy of the report and asked to resolve these issues. An alternative location for the rubbish bins away from the building will need to be identified.

F20 12 CLIMATE CHANGE WORKSHOP

As the Parish Council passed a resolution on 24th June to declare a climate emergency consideration needs to be given to the financial support and governance that will be needed to ensure progress is made to achieve the goals agreed.

The declaration has sparked renewed enthusiasm from Haddenham in Transition a group of volunteers who have worked on carbon reducing projects in the past, but have not met for some time. They are holding a meeting on 19/07/19 which Mr. O'Hanlon and Mr. Brown will attend.

Information from other parishes could be useful, in particular Ashton Hayes in Cheshire was recently in the news regarding their work to become the first carbon neutral parish in England. There is a lot of helpful information on their website that could be researched.

It was AGREED to set up a working group that should include a representative(s) of Haddenham in Transition, and other potentially interested community groups. Mr. O'Hanlon agreed to Chair the working group.

F20 13 REVIEW OF POLLING DISTRICT AND POLLING PLACES

A response to the AVDC survey that has been circulated was not considered necessary as the current arrangement for Haddenham works well.

F20 14 INVESTMENTS

The Council's investment policy will be reviewed to take into account increased reserves and holding of S106 funds. The Clerk had met with representatives from CCLA who had provided details of the Public Sector Deposit Fund. The PSDF was set up after the banking crisis at the request of the LGA as a low risk investment account for councils. The fund is AAAMmf rated and operates by lending money to well rated banks. The account is not covered by the FSCS which was considered to be a risk in the event of a major banking crisis. It was AGREED that the Council's investments should be spread across multiple accounts each with different institutions, and within the protected limit. It was acknowledged that this would require a lot of staff time to organise but was the preferred arrangement.

F20 15 VILLAGE HALL LEASE

It was noted that the change in the management set up of the village hall to a CIO will amend the trust deed which is integral to the 1960 lease and therefore a new lease will be needed.

Heads of terms for a new lease will need to be drafted that incorporates the responsibilities of Banks Park Recreation Charity, the Village Hall and Haddenham PC. The situation needs to be simplified. It was AGREED to DELEGATE to the Clerk and Mr. Truesdale to draft Heads of Terms for the new lease. Mr. Truesdale currently represents the PC on the Social Centre Management Committee and will withdraw from the committee to represent HPC/BPT in discussions to avoid a conflict of interest.

F20 16 TRANSFER OF LAND AT HADDENHAM AIRFIELD

Following discussions, the Clerk has instructed the PC's solicitor to discuss with CALA avoiding the need for the proposed interim lease and arranging for a freehold transfer of land for pitches, pavilion, car park and play area in one transfer.

F20 17 S106 FUNDING

- (i) It was noted that AVDC has now received the S106 payment of £42,075 from the development at Land North of Pegasus Way, Haddenham (18/01772/APP).
- (ii) The new CIL regulations will remove the pooling restriction on S106 contributions. This will be effective from 1st September 2019. The advice from AVDC is to hold off on specifying projects for new S106 agreements until after this date. It isn't known what the impact will be on older S106 agreements made when the pooling restrictions were in place, but this will be clarified.
- (iii) In light of the changes to the CIL regulations and advice from AVDC the projects to be included in the S106 agreement for planning application 19/02145/APP, land south of Lower Road, will be deferred until the new regulations are in use. This won't be a problem as it is likely to take quite some time to determine the application, which is controversial.
- (iv) An updated S106 projects allocation report was received.

F20 18 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

Each of the committees will need to have precept setting on the agenda for their next meetings.

F20 19 DATE OF NEXT MEETING - Monday 14th October 2019.

CONFIDENTIAL ITEMS - None.

CLOSURE OF THE MEETING

The meeting closed at 9.40pm.

Signed: _____ DRAFT _____
Chair

Date: 14th October 2019