



**DRAFT MINUTES**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

Monday 28<sup>th</sup> September 2020, 7.45pm  
Held remotely on Zoom

**Present:** Cllrs: Mrs. Aston, Mr. Brown, Mr. O’Hanlon (Chair), Mr. Sharp, Mr. Truesdale and Mr. Young.  
Bucks Cllr: Mr. Foster  
Clerk: Ms. Gilbert  
Assistant Clerk: Ms. Griffiths  
No members of the public were in attendance.

**F21 15 APOLOGIES**

No apologies for absence were received.

**F21 16 DECLARATIONS OF INTEREST**

Mrs Aston and Mr Young declared an interest in the Playing Field Management Committee. Mrs Aston also declared an interest in the Village Hall and the Tennis Club.

**PUBLIC PARTICPATION**

There were no requests for public participation.

**F21 17 MINUTES**

The minutes of the meeting held on 29<sup>th</sup> June 2020 were AGREED as a true record and signed.

**F21 18 FINANCES**

- (i) The finance reports for the quarter ending 30<sup>th</sup> June 2020 were received and reviewed.
- (ii) The quote from Aspire for the additional grounds maintenance required for the Airfield Pitches was accepted for works until May 2021, when Aspire’s contract is due to expire, subject to confirmation that the quote provided is the best value they can offer.
- (iii) The budgets for the financial year were reviewed and the following changes were AGREED.

		<u>Precept</u>	<u>Budget</u>	<u>Change</u>	
ENVIRONMENT	Maintenance	£ 1,500	£ 14,264	-£ 12,764	budget increased to include work carried out in addition to contract
	Outsourced Maintenance	£ 72,000	£ 49,236	£ 22,764	
STAFF COSTS	Salaries	£ 78,951	£ 71,767	£ 7,184	updated to reflect annual pay rises and sick pay
	Pension	£ 3,948	£ 3,588	£ 360	updated to reflect annual pay rises and sick pay

	Employers NI	£ 6,237	£ 5,670	£ 567	updated to reflect annual pay rises and sick pay
GENERAL ADMIN	Office rent / room hire	£ 4,590	£ 3,800	£ 790	reduced - no room hire fees - meetings held via Zoom
	Training	£ 4,000	£ 1,500	£ 2,500	CiLCA trianing postponed for Kerrie and online training has reduced cost
	Grants and donations (S137)	£ 11,070	£ 21,070	-£ 10,000	HYCC and HCL grants paid 01/04/20 so budget for these brought froward from 19/20
	Election Costs	£ 3,000	£ -	£ 3,000	No election held this year
	Information Technology	£ 2,500	£ 3,500	-£ 1,000	Increased to fit out new PC office and meeting room
TRANSFERS TO RESERVES	EMR HPC Asset Reserve	£ 15,000	£ 22,448	-£ 7,448	Increased to cover the contribution to the Village Hall roof
	EMR Staffing Contingency	£ 8,914	£ 14,867	-£ 5,953	Increased to cover the temporary cover for Deputy Clerk to March 2021
		<u>£ 211,709</u>	<u>£ 211,709</u>	<u>£ 0</u>	

It was noted that the budget doesn't include the cost of additional grounds maintenance at the Airfield in the current financial year. The Parish Council will receive a commuted sum towards the maintenance cost when the land is transferred so some of this will be transferred to the maintenance budget to cover any cost to 31 March 2021.

There is currently a projected year-end deficit of £139 on the income and expenditure account.

- (iv) The accuracy of the bank reconciliations at 30<sup>th</sup> June 2020 was confirmed and signed by Mr O'Hanlon.
- (v) The Council's asset register was reviewed and the insurance values recorded were confirmed as sufficient with the exception of the outside equipment due to the purchase of new VAS equipment.
- (vi) It was noted that the Council's insurance policy is due for renewal on 23<sup>rd</sup> October 2020, which is the final year of the long-term agreement with Zurich.

## **F21 19 VILLAGE HALL- DAY CENTRE**

Mr Truesdale explained that work has started today on the refurbishment to the Day Centre. Work has already been completed on the removal of the asbestos. The refurbishment is scheduled to finish by the end of February 2021.

## **F21 20 CLIMATE EMERGENCY**

- (i) It was noted that the Clerk attended a SLCC webinar on declaring a Climate Emergency and Action Planning.
- (ii) Mr O'Hanlon explained that the first area the working group is looking at is reducing food waste. This has been complicated by coronavirus as concerns over virus transmission impact sharing food

and shops have had additional challenges to face. However, it appears that waste has been reduced during the pandemic and therefore action will be focused on encouraging people to maintain the good habits they have adopted.

**F21 21 PLAYING FIELDS**

- (i) It was noted that the Playing Field Management Committee will be requesting a contribution towards the cost of pitch maintenance to be carried out March to May 2021, the exact figure is unknown.
- (ii) It was noted that the management agreement for Woodways playing field expires in April 2021 so a new arrangement needs to be negotiated.
- (iii) It was note that an arrangement will need to be agreed with the football clubs or the use of the pitches at Haddenham Airfield when the land is transferred to the Parish Council.
- (iv) Having noted the above, it was AGREED to set up a working group with sports club representatives to consider the arrangements for the use of the Parish Council owned pitches. Mrs Aston, Mr Brown, Mr O'Hanlon and Mr Truesdale volunteered to be on the working group.

**F21 22 TRANSFER OF LAND AT HADDENHAM AIRFIELD**

Mr Truesdale explained that the final pitch inspection has taken place and the Parish Council has received a copy. The report recommended some maintenance tasks are undertaken but was generally good.

The results of the play area inspection haven't yet been received.

The transfer to the Parish Council can go ahead once all reports have been received and any issues arising resolved.

**F21 23 TRANSFER OF LAND AT ASTON ROAD**

Mr Truesdale explained that Dandara has contacted Buckinghamshire Council to arrange the initial sign-off inspection for the amenity land within the completed phase of the development. Once this has been completed, there will be a two-year maintenance period followed by a final sign-off before the transfer to the Parish Council is complete.

**F21 24 CYCLE STANDS**

The request from Haddenham Safe Walking and Cycling Group for the Parish Council to provide funding in future for additional cycle stands at various locations in the village was noted and it was agreed a sum should be included in the precept for 2020/21.

**F21 25 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

None.

**F21 26 DATE OF NEXT MEETING**

Monday 23<sup>rd</sup> November 2020.

**CONFIDENTIAL ITEMS**

None.

**CLOSURE OF THE MEETING**

The meeting closed at 8.37pm.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Chair

Date: 23<sup>rd</sup> November 2020