

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 12 OCTOBER 2017, CALEDON CENTRE AT 11.00AM

PRESENT: Councillors D Gordon (Chair), J Hopkins and N Mahoney
Councillor MacMillan (ex officio)

IN ATTENDANCE: E Payne (Clerk), Mrs J Addington (Book Keeper) and L Casling, Grounds Maintenance Manager.

1. APOLOGIES

Apologies were received from Cllr Pakenham who was substituted by Cllr Mahoney.

2. DECLARATIONS OF INTERESTS

- a) There were no declarations of interest received.
- b) There were no written request for dispensation in respect of items on this agenda.

3. MINUTES

The minutes of the previous meeting, held on 30 August 2017 were received and were approved.

4. MATTERS ARISING

a) Napsbury Pavilion CCTV

Members were advised that the order for the revised CCTV had been placed and officers were waiting for an installation date.

b) Lease of room at Caledon Centre – Management Charge

Members were advised that the Clerk had checked with the management company who had leased the Margaret Hopkins suite regarding the frequency of the management fee. It had been confirmed that this was a one off payment and that should the existing tenant agree to continue with the tenancy after the term of the lease had expired, the management company would be happy to renew the paperwork at a nominal fee.

c) Replacement Tables

Clarification on the nature of the tables to be purchased was sought by officers. The preferred table design was costed at over £130 and therefore it would not be possible to purchase 10 tables on the existing budget. It was **RESOLVED** that:

a) Seven tables for the lounge at the Caledon Club are to be purchased with an additional 3 tables to be identified as a new budget item in 2018/19.

b) Officers are delegated to purchase the relevant tables within budget.

d) Railings Adjacent to Caledon Centre

Additional quotations are to be sought for railings at the Caledon Centre for the next Finance Committee meeting.

5. REPORTS TO COMMITTEE

5.1 2017/18 Year End Reserves

- 5.1.1 Members received a report on the level of reserves held by the Council. The expenditure in relation to the capital item reserve was noted.
- 5.1.2 An amendment to the capital reserve figure was noted in relation to the salary shortfall budget. There were no further comments.

5.2 Lunch Club Costings

- 5.2.1 Members received a report regarding costings in relation to lunch club. Members noted that the lunch club food receipts exceed the food costs and that the staff costs are met from central staffing budget.
- 5.2.2 Members discussed increasing the prices for lunch club. It was **RESOLVED** that:

The cost of lunch club will be increased from 1 April 2018 (3 courses - £4.80, starter & dessert £1.30, main course £2.70)

5.3 Electrical Issues to Caledon Club

- 5.3.1 Members received a report regarding recent electrical problems experienced at the Caledon Centre. Members noted the electrical works that had been undertaken to resolve the issues and that the costs of the emergency works would be met from Capital Reserves.
- 5.3.2 Members expressed concerns that other electrical issues may occur in the future and that every endeavour should be undertaken to ensure that the building was safe and secure for members of the public using the facilities.
- 5.3.3 A programme of winter maintenance for the Caledon Centre had already been requested by Council on 6 October 2017 and this would include PAT testing. A condition survey of the building been undertaken and it was considered that this should be reviewed. It was **RESOLVED** that:

- a) Emergency electrical costs be met from Earmarked Reserves.***
b) The Caledon Centre condition report is reviewed with a programme of phased maintenance drawn up for approval at the next Finance Committee meeting.
c) Costings for phased maintenance to be included in the budget for 2018/19

5.4 Review of Bar Working Practices

- 5.4.1 Members received a report on the review of bar working practices and its contents was noted. The report proposed changes to working practices to address issues outlined in the bar audit and to improve efficiencies in the management of the bar.
- 5.4.2 Members noted that several of the recommendations of the previous report had already been implemented.
- 5.4.3 Members discussed the implementation of a card reader. They considered that it was a worthwhile consideration and would reduce the amount of cash being handled by staff, increasing security but were concerned about the costs associated with a card reader. Further clarification on the merits of leasing vs purchasing a card reader was sought for the next meeting.
- 5.4.4 Members noted the wastage of beers was mainly related to unused and out of date keg beer and the proposal to reduce the amount of pump beers from 4 to 2 (lager and bitter). It was noted that when there are big events planned at the Caledon Centre that additional pump beers would be purchased to satisfy demand. Guinness in cans had been provided at a recent private hire and no comments had been made regarding the quality. At all other times it was proposed that a variety of bottled beer would be available. It is easier to manage bottled beer stock levels with product at the end of its shelf life being reduced in price for promotions.
- 5.4.5 Members noted the proposal to hire additional bar staff for larger private parties but it was considered that this should be part of the hire of the facility. The hiring of temporary bar staff was discussed and it was agreed that it was hard to recruit temporary staff because of the infrequent nature of the events and hires of the centre.
- 5.4.6 An increase in the hourly rate for bar staff to £10 per hour was proposed to encourage the hire of temporary staff. A £30 gratuity paid will be paid to the existing bar staff until a review of salaries is undertaken by the Human Resources Committee. A glass collector would be paid £8 per hour. It was **RESOLVED** that:

- a) Members noted the changes in working practices as outlined in the report.***
b) Members approved the reduction of pump beers from 4 to 2 to reduce wastage.

- c) *Members approved the increase in bar charges outlined in the report with immediate effect.*
- d) *Members approved the increase in the hourly rate of part time bar staff from £8 per hour to £10 per hour. A one off gratuity of £30 is to be paid to existing bar staff.*
- e) *A review of bar staff salaries is to be undertaken by Human Resources Committee.*

6. EXCLUSION OF MEMBERS OF PUBLIC

It was **RESOLVED** to exclude the Press and public from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

