



LONDON COLNEY PARISH COUNCIL

To: Cllrs D Gordon (Chair), Pakenham and Quaglioizzi

3 October 2018

You are hereby summoned to attend a Finance Committee meeting to be held on **Thursday 11 October 2018**, at 11.00am, Caledon Community Centre, Caledon Road, London Colney.

Emma Payne
Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- (c) whether it is a personal interest and the nature of the interest

3. MINUTES

To approve the minutes of the meeting of the Finance Committee held on 12 July 2018.

4. MATTERS ARISING NOT APPEARING ON THE AGENDA

To review any items arising from the minutes of the last meeting not appearing on the agenda

5. REPORTS TO COMMITTEE

- 5.1 Review of Parish Council Income Streams
- 5.2 PRS/PPL Music Licence
- 5.3 Staff Costs relating to Lunch Club
- 5.4 Replacement Mower for parts
- 5.5 Newsletter Expenditure
- 5.6 Quotations for automatic doors at Caledon Community Centre

6. BUDGET 2019/20

7. DATE OF NEXT MEETING

8 November 2018

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 12 JULY 2018, CALEDON CENTRE, LONDON COLNEY AT 11.00AM

PRESENT: Councillors D Gordon (Chair), H Pakenham
Councillor M McMillan (ex officio)

IN ATTENDANCE: E Payne (Clerk), Mrs J Addington (Book Keeper)

1. APOLOGIES

Apologies were received from Cllr Hopkins (family). Cllr Quaglioizzi was absent.

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 10 May 2018 were approved as a true record of the meeting.

4. MATTERS ARISING

4.1 Card Reader Implementation

Members were advised on the progress of the implementation of the card reader. A less expensive package for a SIM based handset had been agreed with Worldpay which would cost no more than £420 per annum. This was on a leased contract for 18 months and had been chosen following conversations with the Internal Auditor and other parish councils using this system. The use of a SIM card would mean that the installation of Wi-Fi in the bar area was not required and it would be portable to other sites within the parish. It was anticipated that this would be implemented in the next 10 days.

5. REPORTS TO COMMITTEE

5.1 Release of Reserves

- 5.1.1 Members received a report requesting the release of reserves for capital projects.
- 5.1.2 Members were advised that the purchase of a flail would ensure safe working practices and would mean that only 1 member of staff was required to cut hedges, instead of the 3 members of staff that are currently required.
- 5.1.3 Members considered the release of reserves for the purchase and installation of Christmas lights and wanted to ensure that two additional column lights were installed at the High Street end of Haseldine Road.
- 5.1.4 Members considered the release of £1000 from general reserves for the design of an interpretation board at Coopers Wood.
- 5.1.5 Members considered the release of £5,000 from general reserves for legal fees to a possible challenge to Hertsmere BC's Garden Village. It was **RESOLVED** that:

- a) ***£7,000 is released for General Reserves for the purchase of a flail***
- b) ***£8,000 is released from Earmarked Reserves for the purchase and installation of Christmas lights***
- c) ***£1,000 is released from Earmarked Reserves for the design and installation of an information board at Coopers Wood.***
- d) ***Council are asked to consider the release of £5,000 from reserves for legal fees to a possible challenge to Hertsmere BC.***

5.2 Debt Write Off

- 5.2.1 Members received a report requesting the write off of a debt from 2015 for newsletter advertising.
- 5.2.2 Members were advised that the Finance Officer had been chasing the outstanding debt without success and were asked to consider writing off the debt.
- 5.2.3 Members were advised that new procedures had been put in place which would prevent this type of debt from being incurred in the future. It was **RESOLVED** that:

A debt of £60.00 relating to Willows Farm newsletter advertising is written off.

5.3 Grant Application Form and Grant Monitoring Form

- 5.3.1 Members received the Council's grant application form and considered whether any updates were required.
- 5.3.2 Members then considered whether a maximum grant award should be put in place but deemed that this was not necessary and that any applicant should be advised that the grants were not substantial.
- 5.3.3 Members received a grant monitoring form to evaluate the efficiency of the grant fund. It was **RESOLVED** that:

- a) The grant application form is agreed.***
- b) No maximum grant award is specified***
- c) A grant evaluation form is agreed***

5.4 Commercial Waste Contract

- 5.4.1 Members received a report following a proposal from the Environment & Neighbourhood Committee to introduce more recycling in the Community Centre.
- 5.4.2 There were three quotations for the introduction of the dry mixed recycling and food waste recycling including the current contractor.
- 5.4.3 Members asked the Clerk to investigate whether the existing contractor was able to match the quotation from the cheapest contractor. Provided that there was no more than 10% between the prices, it was **RESOLVED** that

The Chairman and Clerk are delegated to decide on the waste recycling contract with the decision to be reported on the next meeting.

5.5 Photocopier/Printer Contract

- 5.5.1 Members received a report for a new photocopier/printer contract. Members noted that this was for a 5-year contract and that the current contract had elapsed some time ago. It was **RESOLVED** that:

Quote A is accepted for the photocopier/printer contract for a period of 5 years.

5.6 Planning Consultant and Honorium

- 5.6.1 Members considered that some additional advice would be beneficial to Council with the SADC emerging local plan, Hertsmere BC Plan and a potential neighbourhood plan. It was **RESOLVED** that:

£2000 is released from general reserves for an honorium for a Planning Consultant.

5.7 Newsletter Designer Honorium

- 5.7.1. Members were advised that the designing of the newsletter had been undertaken by a resident of the village. They considered that an Honorium to acknowledge her skills would be appropriate and it was **RESOLVED** that;

A honorium of £700 from General Reserves is paid to the Newsletter Designer.

5.8 Margaret Hopkins Suite – Extension of Lease

5.8.1 Members were advised that the current tenant of the Margaret Hopkins Suite had extended her lease of the rooms for a further 6 months and had been issued with a lease reflecting this extension.

5.9 Refurbishment of Caledon Community Centre

5.9.1 Members received a list of proposed items to be refurbished within the Caledon Community Centre. The list of items was approved, and the Clerk will now draw up a schedule of works to be undertaken to obtain quotations.

6. CONFIDENTIAL ITEMS

To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

