

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING 23 MAY MARCH 2019, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY AT 3.00PM

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

**IN ATTENDANCE:** E Payne (Clerk)

**1. APOLOGIES**

Apologies were received from Cllr Lillico (work commitment)

**2. DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

**3. MINUTES**

The minutes of the previous meeting held on 14 March 2019 were approved as a true record of the meeting.

**4. MATTERS ARISING**

- 4.1 The Clerk reported that the tables and chairs for the Caledon Community Centre had been brought. The PA was still to be purchased.

**5. REPORTS TO COMMITTEE**

**5.1 Strategic Plan**

Members were asked to consider items for inclusion in the Council's strategic plan. The following items were considered for inclusion:

Community Assets

Morris Way Pavilion – reassess the current facilities for suitability by asking current users. Seek designer to reconfigure the space to make it more efficient including review of all infrastructure including heating and refurbishment of kitchen to make it more attractive to hirers.

Napsbury – Ensure the site is offering value for money and this will be undertaken as part of the budget setting process in October 2019. Consider approaching the District Council as the lease holder with a view to having the restrictive nature for the use of the site relaxed to increase income.

Finance, Democracy and Governance

Local Council Award Scheme – A report on this item to be considered at the next Finance Committee meeting on 7 November 2019

Membership of NALC/HAPTC – Members would like more information on benefit vs cost before considering including it in the strategic plan.

Review of Governance Document – Include a bi-annual review of standing orders and financial regulations. A review of standing orders would require a task and finish group to be set up due to the complexity of the task.

## 6. REPORTS TO COMMITTEE

### 6.1 Bar Audit

Members received a report on the latest audit of the bar. Members were advised that whilst the profitability of the bar doesn't achieve the levels that are recommended by the auditor, steps are being taken to reduce waste and increase profitability. A new bar supplier is being used. They are marginally cheaper than the previous supplier, offer a wider range of beverages and deliver weekly on a day that is convenient to the staff.

Members were asked to consider reviewing bar prices and this will be undertaken as part of the annual review of income streams which forms the the budget setting process. Consideration should be given to other comparable venues in the area when this exercise is undertaken. It was **RESOLVED** to:

***Note the report.***

### 6.2 Christmas Lights Tender

Members received a report with options to consider for the Christmas lights tender. Members were advised that the current Christmas lights have reached the end of their life and were given options to include in the tender document to either purchase new lights or rent over the period of the contract (5 years). Members were also advised that the electrical infrastructure in the lamp columns was also at the end of its life and needed upgrading/replacing. This will be added as a cost to the tender document in year 2 and will then be budgeted for as part of the budget setting process. The budget for year 1 of the Christmas lights was considered and it was **RESOLVED** that:

***£7,500 will be released from General Reserves for the installation of Christmas lights in 2019.***

### 6.3 Equal Opportunities and Volunteer's Policies

Members received proposed policies on Equal Opportunities and Volunteers. Amendments were made to the Equal Opportunities Policy to include physical and mental disability as a criteria.

The Volunteers Policy was amended to include a named person to report any matters of concern to. It was **RESOLVED** to:

***Adopt the Equal Opportunities and Volunteers Policies***

### 6.4 St Peter's Church Grounds Maintenance

At the Council meeting held on 15 May 2019, Members had considered a grant application from St Peter's Church for £3,600 for grounds maintenance. A grant of £480 had been awarded with further consideration to the matter to be undertaken by the Finance Committee. The PCCC had been advised to make a further grant application to HCC Cllr Dreda Gordon's Locality Grant. Members considered the matter and considered that it would be worthwhile to meet with representatives from the PCCC to discuss the situation. The Grounds Maintenance Manager will be asked to attend. The Clerk will arrange a meeting and advise members.

### 6.5 RBS Booking System

Members received a report with a proposal to invest in the RBS Booking System to streamline systems within the Council offices. Members considered the report and asked that the item be included as a new budget item for 2019/20.

## 7. NEW COUNCILLOR FINANCIAL TRAINING

Members considered that offering training to new councillors on how Parish Council finances operate would be beneficial. The Clerk was asked to draw up some training to be delivered at a suitable date and time.

**8. DATE OF NEXT MEETING**

11 July 2019.

The meeting closed at 16.10pm.

Signed: ..... Date: .....