

Chiseldon Parish Council



MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 8th March 2022 at 7.30pm. At the Old Chapel, Butts Road, Chiseldon

Present: Cllrs Matt Harris (Committee & Council Chairman), Cllr Andy Rogers (Committee Vice Chairman), Cllr Ian Kearsey. Nina Hempstock taking the minutes.

21/101. Apologies for absence: Cllr Chay Ford, Cllr Danielle Simpson, Cllr Jon Jackson. **Apologies without absence:** None.

A proposal was made to approve the apologies with absence. The proposal was seconded and all Cllrs were in favour.

Public recess. A resident attended and provided a statement in relation to agenda item 13, which Cllr Harris read out at the meeting. *'Chiseldon Memory Café funding request. The café continues to run very successfully, however the generosity of the church council which has given organisers/guests free use of the church hall, has now ended and we thank them sincerely for their support to date. Hall charges are £12 per hour, therefore £24 per session. The council consideration for grant aid is appreciated. Thank you.'*

21/102. Declarations of interest & approval of any dispensations.

None

21/103. Approve the minutes from 27th January 2022. No changes

A proposal was made to approve the minutes from 27th January as an accurate representation. The proposal was seconded and all Cllrs were in favour.

21/104. Action points

Clerk 21/96. Clerk to arrange how the funds are to be spent on improving further council events. Liaise with committee Chairman and VC. Pending – will be able to do when Npower send over their invoice for the electricity for the lights. (This is ref the excess on donations we received to fund the Xmas event)

Clerk 21/97. Investigate how to spend the £2000 youth funds before Financial Year end to benefit the youth of the parish. Trying to arrange Scarrotts Fair for Easter– ongoing. £1000 budgeted for this.

Clerk 21/98. Advise RFO on new handyman hourly cost to be paid from Feb 2022, and write letter to update the handyman. Done and completed.

21/105. FINANCE. Review budget vs expenditure report – identify items from the budget list where committees are yet to spend funds & direct as appropriate. Plus additional regular review to ensure financial responsibility. Approve any virements of funds to 2022/23 budget.

- Allotment act vs. bud – have we received less than expected and if so why?
- CVPA needs to spend more money
- Recreation leases and rent shows nothing. Have we had rent for CVPA yet?
- Can we have a each line numbered on the report to make it easier to find and discuss items?
- Subscriptions – nothing against it. Why is the Bell subs not against it?
- Committees need to spend money if under budget otherwise it will get moved into another pot.

Virements:

- £2000 from the CVPA equipment replacement fund moved into the 2022/23 replacement fund of £10,000. Funds not spent.
- Possible £1000 for Youth Services moved to 2022/23 Youth services fund, to provide set up costs for any new provision. Total per year £2000.
- As agreed in the Jan 2022 meeting, work is going ahead to try to arrange an event for Easter 2022 to use some of these funds and provide something for the local children. Clerk is talking to Scarrotts Fair about using the Rec Ground for the funfair. Nothing agreed yet but £1000 has been budgeted of this. Suggest the virement be for the remaining amount once the Scarrotts arrangement is confirmed.

A proposal was made to approve the virements on the agenda. The proposal was seconded and all Cllrs were in favour.

21/106. FINANCE. Retrospective approval of historical STORM invoices not paid.

A proposal was made to approve the historical unpaid STORM invoices. The proposal was seconded and all Cllrs were in favour.

21/107. FINANCE. Purchase book from Institute of Cemetery & Crematoria Management for £39.00.

A proposal was made to approve the purchase book from Institute of Cemetery & Crematoria Management. The proposal was seconded and all Cllrs were in favour.

21/108. FINANCE. Review annual grants budget and allocate remaining funds to worthy local causes.

Annual grants budget spend decisions. £2500 per year. Committee to vote on charities to award funds to.

Grants given so far:

- Wiltshire Search and Rescue £200
- Request from Memory Café for £500 on this agenda.
- Finance Committee approved max. £1000 to the Burderop Estate for signage for local residents within the walking areas of estate land. Note – funds not yet spent, the Clerk has chased the estate with a deadline of before 31st March 2022 to advise what is required.
- Suggest the Committee vote on where to apportion the remaining funds by percentage – subject to the amount released to the estate.

1 suggested new charity to donate to:

Wiltshire Tree House - Bereavement support for children and young people in Swindon and Wiltshire (treehousewiltshire.org.uk) - Wiltshire Treehouse saw 55% more families ask for their help in 2021. The charity, that helps children in Swindon and Wiltshire, supported over 300 children last year through their phone, online and in-person services.

A proposal was made to donate 100% of the remaining grant fund to a maximum of £500 to Wiltshire Tree House. Any remaining funds to be moved to unallocated reserves. The proposal was seconded and all Cllrs were in favour.

21/109. FINANCE. Approval of expenses payments to Handyman with missing receipts. £36.00 to repair wooden bench at Millennium Copse. (Work requested by the Clerk).

A proposal was made to approve the expenses payment of £36.00 to the handyman linked to the missing receipts. The proposal was seconded and all Cllrs were in favour.

21/110. FINANCE. Fund tea/coffee provision at £3.00pp for annual meeting at Chiseldon House Hotel in May. Committee to approve max. spend for this event.

A proposal was made for a funding provision of £300 to cover 100 people attending annual meeting at Chiseldon House Hotel in May. The proposal was seconded and all Cllrs were in favour.

21/111. FINANCE. Financial Risk Assessment. Cllrs to review Judicial Review level of insurance cover. Currently no cover provided with the policy. Cllrs to vote on whether to add this cover to the policy.

A proposal was made not to take a policy out for this at the moment. Cllrs would like to know 1) Is it an insurable risk? 2) How much will it cost? 3) What cover will that provide? The proposal was seconded and all Cllrs were in favour.

21/112. FINANCE. Memory Café organisers requesting £500 grant funds for hall hire, re-approving from 2019 when funds were not required or spent. The free hall hire period has now ended.

A proposal was made for a £500 grant to be awarded for the Memory Café. The proposal was seconded and all Cllrs were in favour.

21/113. FINANCE. Discuss approval of new email address for the provision of council e-newsletter. Purchase of email account for newsletter. Annual cost to be £64.80 plus VAT. (£5.40 a month).

A proposal was made for approval of the new email address. The proposal was seconded and all Cllrs were in favour.

21/114. Items for the next agenda. None

The meeting closed at 20:17

Next meeting: Tuesday 3rd May 2022 at **7.30pm**. At the Old Chapel, Butts Road, Chiseldon

ACTION POINTS

Clerk 21/96. Clerk to arrange how the funds are to be spent on improving further council events. Liaise with committee Chairman and VC. Pending – will be able to do when Npower send over their invoice for the electricity for the lights. (This is ref the excess on donations we received to fund the Xmas event)

Clerk 21/97. Investigate how to spend the £2000 youth funds before Financial Year end to benefit the youth of the parish. Trying to arrange Scarrotts Fair for Easter– ongoing. £1000 budgeted for this.

Clerk 21/105. RFO to provide answers to questions.

Clerk 21/111. Judicial Review level of insurance cover. Cllrs would like to know 1) is it an insurable risk? 2) how much will it cost? 3) What cover will that provide? RFO/Clerk to investigate.

