

# Chiseldon Parish Council



**MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Wednesday 5<sup>th</sup> March 2025 at 7:30pm. At the Old Chapel, Butts Road, Chiseldon.**

**Present:** Cllr Ian Kearsy (Committee Chair), Stephen Turley (Committee Vice Chair) and Chay Ford. RFO Nina Hempstock taking the minutes.

**24/77. Apologies for absence:** Cllrs Hinton & Jackson are both unwell. **Absence without apologies:** Cllr Quidwai.

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

**24/78. Declarations of interest and vote on any dispensations submitted.** None.

**24/79. Public recess.** None.

**24/80. Approval of minutes from 8<sup>th</sup> January 2025.**

A proposal was made to approve this set of minutes. The proposal was seconded and all Cllrs were in favour.

**24/81. Action points.** (Completed items in grey)

**RFO 24/67.** Arrange £200k transfer from Unity to the CCLA and test the process to retrieve funds. **DONE.**

**RFO 24/69.** Arrange payment of £250 to the Wiltshire Ornithological Society. **DONE.**

**Cllr Ford and Cllr Kearsy 24/70.**

- **Cllr Ford** to contact the Roxi Foundation to identify what a grant award would enable them to do to, and to scope how much should be suggested. (Max £500 per recipient). **ONGOING.**
- **Cllr Kearsy** to request grants and donations suggestions from Cllrs at the full council meeting on Mon 13th Jan. Jan & Feb meeting inquorate, new meeting held on 25<sup>th</sup> Feb, Cllr Kearsy was away.

**RFO 24/71.** RFO to check contract end dates for elec suppliers and add a calendar reminder to shop around. EDF (buildings) contract end dates are 1<sup>st</sup> Jan 2026 and the Christmas Tree supply is 31 Jul 2026. Reminders set in calendars to shop around. Castle Water said there are no contracts on any of our accounts, and we are on the default rates set by the wholesaler. **DONE.**

**RFO 24/72.** Arrange payment of £650 to Andrea Pellegram. **DONE.**

**RFO 24/74.** Supply amended copy of the councils reserves policy to the clerk. **DONE.**

**RFO & Clerk 24/75.**

- **RFO** Get quotes for crisis management cover and internet/email cover. DONE 2 quotes obtained, a third couldn't quote.
- **Clerk** Add crisis management cover and internet/email cover quotes to March meeting for consideration. DONE.

**HR – No items.**

## **FINANCE.**

### **24/82. To review the dividends received in the CCLA account.**

The dividends were noted. Performance will continue to be monitored at every finance meeting.

### **24/83. To review and vote on council funds that should remain as allocated funds, be moved to general reserves or placed in a new allocated fund account. Year-end procedure.**

- Cllrs queried the plan for the Chapel windows refurb and suggested the EGPA get costings for the project and timescales, to determine if we need to increase amount of funds being set aside.
- Can CIL be used to reinstate the pathway to Hodson, bollards work and rec hall roof repairs? If so, inform the relevant committee undertaking projects.
- It was noted YTD cemetery income is significantly below the maintenance costs. In ref to the cemetery reserve, should this be used to purchase more land for when the cemetery fills up? Add item to next full council agenda to see if the council want to consider buying another site for burials, as the process is likely to take a long time.
- No proposal for any changes to reserves, however it was noted CPC NHP funds can be reallocated once the NHP is finalised.

### **24/84. To discuss and vote on a resident's request to have a 6 month payment plan to allow them to pre-purchase a burial plot. Total costs are £520.20.**

A proposal was made to approve the requested payment plan and to allow burial plot pre-purchases payment plans for up to 1 year, for any future requests. The proposal was seconded and all Cllrs were in favour.

### **24/85. To approve the costs of £320.00 to re-locate a headstone.**

A proposal was made to approve £320 to re-locate a headstone. The proposal was seconded and all Cllrs were in favour.

### **24/86. To note the price increase from Easy Solutions for the provision of our accounting system Xero and support package. £6.00 per month, 17.9% increase.**

Cllrs also noted our fees have not increased for 2 years prior.

**24/87. To approve the cost of 2 new defibrillator pads from HeartSafe. (expiry date reached) £125.00 plus VAT each. £314.90 total which includes shipping.**

CLLrs asked for the 2025-26 defib budget be checked, to see if purchase of 5 pads per year are required for our 5 defibs.

A proposal was made to approve £314.90 for defib pads and delegate responsibility to the Clerk to buy defib pads as required going forward. The proposal was seconded and all CLLrs were in favour.

**24/88. To approve costs of £313.56 to provide and install a new rubbish bin at the end of the allotment track. Approved by EGPA committee. £278.90 remaining in 2024-25 EGPA budget for bins.**

A proposal was made to approve £313.56 for the new bin. The proposal was seconded and all CLLrs were in favour.

**24/89. To approve costs of £2.50 per week (£130 per annum) for emptying new rubbish bin listed in agenda item 12 by Allbuild. Approved by EGPA committee but no EGPA funds available.**

A proposal was made to approve £2.50 per week (£130 per annum) for bin empties by Allbuild. The proposal was seconded and all CLLrs were in favour.

**24/90. To approve costs of £110.00 to remove rubbish from the Butts Road cemetery by Allbuild. Approved by EGPA committee. No remaining funds in current year's fly tipping budget.**

A proposal was made to approve £110.00 to remove rubbish from the Butts Road cemetery by Allbuild. The proposal was seconded and all CLLrs were in favour.

**24/91. To approve costs of £50.00 to purchase a used street sweeping cart from Haydon Wick parish council to assist with parish cleaning for 2025/26 onwards. No current budget for these funds. Approved by EGPA committee.**

CLLrs asked where the cart will be stored. They also want to understand the plan. RFO explained the trolley will have 2 bins, 1 for litter picking and 1 for street sweeping. Cllr Turley asked why we need a litter picking bin when we already have a contractor doing litter picking. CLLrs requested to defer the item pending further information.

**24/92. To discuss and vote on any local charities or organisations where the PC can provide a donation from our remaining grants and donations fund, should any funds be remaining.**

A proposal was made to approve moving our remaining grant funds this year (total £1,214.00) to 2025-26 budget. The proposal was seconded and all CLLrs were in favour.

**24/93. To review the latest budget vs expenditure report and note any areas for concern of over and underspend.**

Cllrs reviewed the report and noted the red and amber items.

**24/94. Contracts:** No items.

**24/95. To review and vote on quotes received for the insurance provision for crisis management cover and internet/email cover after last risk assessment.**

Cllrs asked for the clerk to find out if other councils have cybercrime insurance and if so, who provides it.

**24/96. Items for next agenda.** None.

Meeting closed 20:59

**Next meeting:** Wednesday 7<sup>th</sup> May 2025 at **7.30pm** The Old Chapel on Butts Road.

**Action Points:**

**Cllr Ford and Cllr Kearsley 24/70.**

- **Cllr Ford** to contact the Roxi Foundation to identify what a grant award would enable them to do to, and to scope how much should be suggested. (Max £500 per recipient). ONGOING.
- **Cllr Kearsley** to request grants and donations suggestions from Cllrs at the full council meeting on Mon 13th Jan. Jan & Feb meeting inquorate, new meeting held on 25<sup>th</sup> Feb, Cllr Kearsley was away. ONGOING.

**Clerk 24/83.**

- Add item to the next EGPA meeting to discuss the plan for Chapel windows, to enable costs to be identified and factored into the allocated reserves provision.
- Confirm if CIL be used to reinstate the pathway to Hodson, bollards work and rec hall roof repairs and inform the relevant committee undertaking projects.
- Add item to next full council agenda to see if the council want to consider buying another site for burials, as the process is likely to take a long time

**RFO 24/84.** Arrange 6 monthly invoices for a burial plot pre-purchase.

**Clerk 24/85.** Arrange headstone re-location.

**RFO 24/87.** Check if defib budget needs to be lifted for 5 pads purchased each year.

**Clerk 24/87.** Buy 2 new defibrillator pads from HeartSafe.

**Clerk 24/88.** Arrange installation of new bin.

**Clerk 24/89.** Confirm new bin empties with Allbuild.

**Clerk 24/90.** Arrange rubbish removal at Butts Rd cemetery.

**Clerk 24/91.** Add item to next full council agenda for the street sweeping cart plan to be shared with Cllrs, with a review and vote on purchase of the cart. Advise where the cart will be stored.

**RFO 24/92.** Add £1,214.00 to CPC grant funds budget 2025-26.

**Clerk 24/95.** Find out if other councils have cybercrime insurance and if so, who provides it.

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