



Loughton & Great Holm Parish Council Finance and Staffing Committee:

Minutes of the meeting held at 7.45pm on Thursday 06/12/18 at the Community Centre, Kensington Drive, Great Holm MK8 9AY

**Present:** Councillors Boland (Chair), Todd and Ballantyne (late)

**Staff present:** Parish Clerk

**Not present:** Councillor Dransfield

**Public:** None

**FSC30/18 Apologies:** Apologies were received and accepted from Councillor Howe.

**FSC31/18 Minutes of previous meetings:** The minutes of the meeting held on 10/09/18 were approved and signed as an accurate record.

**FSC32/18 Matters arising:** None

**FSC33/18 Declarations of interest:** Councillor Ballantyne declared a personal interest in agenda item FSC37/18 as he is a member of the Neighbourhood Action Group (NAG). He did not participate in the vote regarding funding for the NAG.

**FSC34/18 Public participation:** None

Finance

**FSC35/18 Finance report:** The finance report was noted.

**FSC36/18 Business Plan:** The 2018/19 Business Plan was reviewed, and the special projects were adapted and added to as follows:

- a) New arrangements for the management of the Great Holm Community Centre are underway and should be fully established to ensure that the resource continues sustainably to provide a venue for local residents, groups and local democracy.
- b) To consult local children on the refurbishment of the children's play area at Ashpole Furlong, Loughton, and to design a project in partnership with Milton Keynes Council and seek external grant funding.
- c) Hold an Annual Parish meeting at which many local residents will attend and to engage in discussion and debate about the key matters of local concern.
- d) Complete the project to upgrade the trim trail equipment around Lodge Lake with the consent and in partnership with the Parks Trust, and any available grants including local resident consultation.
- e) Continue the landscaping projects in the Parish to improve the environment in partnership with Mon Keynes Council.
- f) Consider the benefits and challenges of developing a Neighbourhood Development Plan in the Parish and a consultation.
- g) To consult with local residents regarding the children's play area at Specklands, Loughton and whether the site should be kept as it is, renovated or converted to an alternative use, and if so, what.
- h) To investigate the replacement of the damaged interpretation board on the plinth at the Green in Loughton.
- i) To arrange a lease for a new tenant at the Pavilion, Loughton.
- j) To reinstate single use and occasional lettings of the Great Holm Community Centre
- k) To employ a cleaner/caretaker for the Great Holm Community Centre.
- l) To employ a premises assistant/co-ordinator.
- m) To investigate the reinstatement of a cricket square at the sports ground in Loughton.

**Resolved:** To recommend the revised Business Plan for 2019/20 to the full Council

**FSC37/18 Budget:** The precept, income, expenses and planned projects for 2018/19 were reviewed.

**Resolved:** To recommend the proposed budget for the 2019/2020 budget with a 3% increase to the precept. Options for 0% and 5% will be presented to full Council, alongside the recommended increase.

**FSC38/18 Scale of Fees for Great Holm Community Centre (GHCC)** – Current hire charges for 7 other halls were reviewed and a suggested scale of fees for the GHCC developed in line with comparable venues. New rates to start from 01/04/19 were agreed. Great Holm Pre-School met with the Parish Clerk and the Chairman and their annual and monthly accounts have been considered alongside a letter of response to the proposed increase.

**Resolved:** To approve the new scale of fees in which regular groups can book hourly intervals and single event hires have a 2-hour minimum hire. Local groups and charities have a discounted rate and a set annual rent for the GHPS at £11,800. The new scale will commence from 01/04/19.

**FSC39/18 Accounting:** The cost of services for the 2018/19 accounts, software and support were considered.

**Resolved:** To approve the costs and services for 2019/20 for the following:

- a) RBS Rialtas Alpha software support and maintenance at £121.00 per year (was £119.00 for 2018/19)
- b) RBS Year-end closedown and annual return preparation at £540.00+VAT plus mileage at £0.45 per mile (was £515.00 in May 2018)
- c) Auditing Solutions internal audit for 2018/19 at £430.00+VAT (was £420+VAT for 2017/18)

**FSC40/18 Insurance:** 5 quotes for insurance were considered, including options for a 3- year fixed price contract. The price is above the remit of the committee.

**Resolved:** To recommend to the full Council that the 3- year fixed term policy with Zurich Municipal is purchased at an annual price of £1089.51

**FSC41/18 Deposits for Hall Hire:** A report on the methods used to manage deposits for single and occasional hall hire at the Great Holm Community Centre, that conform to the Financial Regulations and legislation was considered.

**Resolved:** To recommend to the full Council that the standing orders and Financial Regulations are adapted to include a resolution that deposits for the hire of the hall are approved for immediate reimbursement subject to inspection and any retention necessary for damage.

**FSC42/18 Exclusion of the public** - in view of the confidential nature of the business about to be transacted, the public were temporarily excluded, and they were instructed to withdraw (Public Bodies (Admission to Meetings) Act 1960).

#### Staffing Issues

The meeting closed at 10.30pm

**Date and time of Next Meeting:** 7.30pm on Monday 11/03/19 at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE