

**Loughton & Great Holm Parish Council**

**Finance & Staffing Committee**

**Minutes of the meeting held on Wednesday 8<sup>th</sup> June 2016, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes**

**Present: Cllrs Sandra Boland (Chair), Peter Ballantyne (Vice-Chair), John Howe, Peter Todd**

**Also present:** Brian Barton (Parish Clerk)

**In attendance:** Pamela Tarshish (Chair of the Loughton & Great Holm Neighbourhood Action Group)

**FS 01/16 To elect a Chair for the Council Year 2016/2017:**

The Parish Clerk asked for nominations.

Cllr Peter Ballantyne proposed and Cllr John Howe seconded Cllr Sandra Boland for the position of Chair.

Cllr Boland accepted her nomination.

There were no other nominations.

**RESOLVED**

**That Cllr Sandra Boland is elected Chair for the Council year 2016/2017**

**FS 02/16 To elect a Vice-Chair for the Council Year 2016/2017:**

The Chair asked for nominations for Vice-Chair.

Cllr Peter Ballantyne proposed and Cllr Peter Todd seconded Cllr John Howe for the position of Vice-Chair.

Cllr Howe accepted his nomination.

There were no other nominations.

**RESOLVED**

**That Cllr John Howe is elected Vice-Chair for the Council year 2016/2017**

**FS 03/16 Apologies:**

Received from Cllr Andy Dransfield

**NOTED**

**FS 04/16 Declarations of Interest:**

There were no declarations of interest

**NOTED**

**FS 05/16 Minutes of the previous meeting:**

The minutes of the meeting held on Wednesday 30th March 2016, were **AGREED** and signed by the Chair as a true and correct record.

**FS 06/16 Matters arising from the previous minutes not on the agenda:**

**FS 26/16 Update on the hosting of the Parish Council website:**

The Parish Clerk informed the meeting that he has contacted Cloudabove and has arranged for them to take on the website hosting.

**NOTED**

**FS 07/16 Questions from the public:**

There were no questions from members of the public.

**NOTED**

**FS 08/16 Finance Report:**

The Chair said that £800 has been accrued in the 2016/2017 accounts to cover auditors fees.

The new layout of the accounts with the committed reserves will continue for the 2016/2017 financial year.

Forecast budget figures will be included in future financial reports.

Items spent by the Parish Council, and the Loughton Sports & Social Club Management Committee will be shown separately.

The Parish Clerk will obtain nominal codes for some of the budget headings from RBS software the Parish Council's accounts package provider.

It is planned in future to produce monthly accounts at each Parish Council meeting.

Concern was expressed about the level of rent paid by the Loughton Sports & Social Club, and that a review has not taken place.

The Parish Clerk was asked to write to the Loughton Sports & Social Club Management Committee about the outstanding rent arrears.

The Parish Clerk was also asked to write to the Loughton Sports & Social Club Management Committee for an up to date set of accounts.

Cllr Howe asked for a discussion at a future meeting of the Parish Council, on the use, management and condition of the Pavilion building and sports ground.

Cllr Howe had also met with Mr Richard Petty an experienced Project Manager, at the Loughton Sports & Social Club pavilion, who had advised him on the best ways to repair the roof.

Cllr Howe was asked to obtain a quote from Mr Petty, for the next Parish Council meeting.

Cllr Peter Todd spoke about a recent site meeting on Great Holm with Mr Maurice Barnes Landscaping Manager at Milton Keynes Council that looked at the condition of the landscaping.

Mr Barnes suggested various planting schemes that needs to be done, but did not have the budget to undertake this work.

A quote will be provided and sent to Cllr Hilary Dyer and considered at a future Parish Council meeting, with perhaps a staggered maintenance programme enacted.

**RESOLVED**

- 1. That the Parish Clerk to obtain nominal codes for some of the budget headings from RBS software.**
- 2. That the Parish Clerk to write to the Loughton Sports & Social Club Management Committee about the outstanding rent arrears.**
- 3. That the Parish Clerk to write to the Loughton Sports & Social Club Management Committee for an up to date set of accounts.**
- 4. That Cllr John Howe to obtain a quote from Mr Richard Petty to project manage repair of the pavilion roof, for the next Parish Council meeting.**

**FS 09/16 To review the Protocol for the Loughton & Great Holm Neighbourhood Action Group project payments:**

Cllr Peter Ballantyne indicated that he was not happy about setting up a protocol, between the Parish Council and the Loughton & Great Holm Neighbourhood Action Group.

The Chair replied that the protocol was a good method in improving ways monies are spent and allocated.

Cllr Todd said this is a more transparent method, and can pre approve spending on projects and get things done, and is not going to restrict funds.

Pamela Tarshish the Chair of the Loughton & Great Holm Neighbourhood Action Group asked if a figure can be inserted in the protocol to which monies can be spent up to on an individual project.

The Chair replied that the Neighbourhood Action Group can propose any project to the Parish Council.

Mrs Tarshish referred to the £100 limit; Cllr Todd replied that this is to avoid any loss of control in spending the budget.

Any projects over £100 can be put on the agenda of a Parish Council meeting for approval.

**RESOLVED**

**To approve and adopt the Protocol for the Loughton & Great Holm Neighbourhood Action Group project payments.**

**FS 10/16 To agree the following constitutional document:**

Risk Assessment Strategy

The Parish Clerk was asked to present the Risk Assessment Strategy document to the next meeting of the Parish Council.

**RESOLVED**

**To present the Risk Assessment Strategy document to the next meeting of the Parish Council.**

**FS 11/16 To consider quotes for the maintenance of the Parish Council website:**

Cllr Todd proposed to accept the quote from Amasci Creative

Their rate is £50+VAT/hour charged in full for the first hour or any part of and then charged per 15 minutes every subsequent hour after this.

Cllr Howe suggested reviewing how the company has performed in a year's time.

**RESOLVED**

**To appoint Amasci Creative to maintain the Parish Council website, and to review the company's performance in a year's time**

**FS 12/16 To consider membership of the Society of Local Council Clerks:**

The Yearly membership fee is £167.00p, Members agreed to the Parish Clerk becoming a member, and to review in a year's time.

**RESOLVED**

**To renew membership to the Society of Local Council Clerks at a cost of £167.00p and review in a year's time.**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting on the grounds that it could involve the likely disclosure of private and confidential information for the following agenda item.

**FS 13/16 To discuss any staffing related matters:**

Members discussed the aims and objectives for the Parish Youth Programme Development Officer role.

Members further discussed the use of the Loughton Sports Ground and other local facilities, reporting mechanisms, the lack of publicity for events which have not been put on the website.

The Parish Clerk was asked to arrange a meeting with the Chair Cllr Sandra Boland and the Parish Youth Programme Development Officer, to move matters forward.

**RESOLVED**

**That the Parish Clerk to arrange a meeting with the Chair Cllr Sandra Boland and the Parish Youth Programme Development Officer**

**Date of next meeting:**

Monday 12<sup>th</sup> September 2016, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

**THE CHAIR CLOSED THE MEETING AT 9:08PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_