

Loughton & Great Holm Parish Council

Finance and Staffing Committee

Minutes of the meeting held on Monday 26th June 2017, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes.

Present: Cllrs Sandra Boland (Chair), Peter Ballantyne, Andy Dransfield, Peter Todd

Also present: Brian Barton (Parish Clerk)

FS 01/17 To elect a Chair for the Council year 2017/2018:

Cllr Peter Ballantyne nominated Cllr Sandra Boland and Cllr Andy Dransfield seconded the nomination.

Cllr Boland agreed to her nomination.

There were no other nominations.

RESOLVED

That Cllr Sandra Boland is elected Chair of the Finance and Staffing Committee for the Council year 2017/2018.

FS 02/17 To elect a Vice-Chair for the Council year 2017/2018:

Cllr Andy Dransfield nominated Cllr John Howe and Cllr Peter Ballantyne seconded the nomination.

There were no other nominations.

RESOLVED

That Cllr John Howe is elected Vice-Chair of the Finance and Staffing Committee for the Council year 2017/2018.

FS 03/17 Apologies:

Received from **Cllr John Howe (Vice-Chair)**

NOTED

FS 04/17 Declarations of Interest:

There were no declarations of interest.

NOTED

FS 05/17 Minutes of the previous meeting:

The minutes of the meeting held on Monday 13th March 2017 were **AGREED** and signed by the Chair as a true and correct record.

FS 06/17 Matters arising from the previous minutes not on the agenda:

There were no matters arising.

NOTED

FS 07/17 Questions from the public:

There were no questions from the members of the public.

NOTED

FS 08/17 To review the draft 2017/2018 Business Plan:

Under the section entitled “the Parish Council’s special projects will be”

Item D. investigating the potential for upgrading the trim trail equipment around Lodge Lake with consent of the Parks Trust and any available grants.

Cllrs Sandra Boland and Peter Todd said that they would progress this matter.

Item F. To fund the installation of two interpretation boards at Lodge Lake.

The Parish Clerk was asked to progress this matter with the Milton Keynes Parks Trust.

To add an additional item G. To fund the reinstatement of an interpretation board next to the pathway between Whitworth Lane and Leys Road, Loughton

The Parish Clerk was asked to add this additional item into the 2017/2018 Business Plan document.

RESOLVED

- 1. That Cllrs Sandra Boland and Peter Todd to progress item D, of the draft 2017/2018 Business Plan, investigating the potential for upgrading the trim trail equipment around Lodge Lake with consent of the Parks Trust and any available grants.**
- 2. That the Parish Clerk to progress item F, of the draft 2017/2018 Business Plan, to fund the installation of two interpretation boards at Lodge Lake with the Milton Keynes Parks Trust.**
- 3. That the Parish Clerk to add an additional item G. To fund the reinstatement of an interpretation board next to the pathway between Whitworth Lane and Leys Road, Loughton into the 2017/2018 Business Plan document.**

FS 09/17 To discuss the content for a Great Holm Community Centre Business plan:

It was agreed not to proceed with a business plan until Milton Keynes Council confirms to the Parish Council that there is a lease agreement with the Management Committee.

The Parish Clerk was asked to chase up Milton Keynes Council on this matter.

Once the freehold of the Great Holm Community Centre has been transferred over by Milton Keynes Council to the Parish Council, then the Management Committee, and the general management such as the caretaking and key holder arrangements along with the extra workload for the Parish Clerk will have to be considered.

A meeting with the Management Committee and the Parish Council will also need to be arranged once the transfer has been completed.

The Parish Council had recently commissioned a survey, and the report identified some minor repairs that were needed to the building.

It was agreed that the Parish Clerk obtains three (3) quotes from local building contractors for the repair work needed from the survey report, after the Community Asset Transfer process has been completed.

It was further agreed that the Parish Clerk will obtain an additional three (3) quotes from Surveyors, to ensure that the repairs have been undertaken to a good quality standard, to the correct specification and the agreed contracted delivery deadline.

RESOLVED

- 1. That the Parish Clerk to chase up Milton Keynes Council to seek a confirmation that there is a lease agreement with the Great Holm Community Centre Management Committee.**
- 2. That the Parish Clerk to obtain three (3) quotes from local building contractors for the repair work needed from the survey report, after the Community Asset Transfer process has been completed.**
- 3. That the Parish Clerk to obtain an additional three (3) quotes from Surveyors, to ensure that the repairs have been undertaken to a good quality standard, to the correct specification and the agreed contracted delivery deadline.**

FS 10/17 To discuss the banking facility and signatories:

There is a need for online banking, only to access the accounts to look at all transactions, but not to make any payments.

This would be especially useful to find out when any BACs payments have been made, and will save time having to wait to receive the bank statements by post.

The Parish Clerk was asked to process the access to online banking, for read only, with the bank.

The Parish Clerk was also asked to chase Cllr John Howe for the various details needed from him, so that his application to become an additional signatory can be progressed with the bank.

RESOLVED

- 1. That the Parish Clerk to process the access to online banking, for read only, with the bank.**
- 2. That the Parish Clerk to chase Cllr John Howe for the various details needed from him, so that his application to become an additional signatory can be progressed with the bank.**

FS 11/17 To review the 2017/2018 budget forecast:

Members of the committee were circulated copies of the budget spreadsheet by the Chair.

The rent income from the Loughton Sports & Social Club has increased due to the arrears being paid up to date.

The Parish Clerk's salary scale and national insurance contributions need to be reviewed.

The Parish Clerk has submitted two (2) grant applications to the Parish Liaison officer at Milton Keynes Council, one (1) for £5,000 towards the cost of replacing the roof on the Loughton Sports Pavilion building, and another towards the refurbishment of a play area on Loughton.

NOTED

FS 12/17 To note the 2017/2018 Internal Audit report:

The 2017/2018 Internal Audit report had already been considered at the last Parish Council meeting.

It was agreed that it was a very good report indicating that the accounts were well managed.

The Internal Auditor's comment regarding a possible payment to the HMRC for the salary back pay to the Parish Clerk was incorrect, and that the Internal Auditor has already indicated that he will send back his amended report to the Parish Clerk.

NOTED

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

AGREED

FS 13/17 To discuss all financial matters relating to the Loughton Sports & Social Club:

The meeting was informed that the rent arrears have now been cleared; a payment for the insurance premium is still outstanding.

NOTED

**FS 14/17 To discuss the Staff pay review and other staffing related matters:
RESOLVED**

1. To agree the 1% pay award to the Parish Clerk as per the recent NJC national agreement on salaries for local Government.
2. That the pay award is backdated as from the 1st April 2017, and that the Parish Clerk informs the Parish Council payroll provider, and asks for the gross net amount of the back dated and monthly salary figures.
3. That the Parish Clerk will undertake the administration and arrange all bookings for the Great Holm Community Centre, once the Community Asset Transfer process has been completed.
4. That the Parish Clerk to ask the Management Committee, for a list of all the bookings, and where each of the user groups are based, once the Community Asset Transfer process has been completed.
5. That the Parish Clerk to obtain the hire rate(s) for the Great Holm Community Centre, and to research the hire rates of other local community centres.

Date of next meeting:

Monday 11th September 2017, 7:30pm at Holmwood School, Kensington Drive,
Great Holm, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 8:55PM

Signed _____ Chair Date _____