

DRAFT

Loughton & Great Holm Parish Council Finance and Staffing Committee

Minutes of the meeting of held at 7.30pm on Monday 10/09/18 at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

Present: Councillors Boland (Chair), Howe (Vice-Chair), Todd and Ballantyne

Staff present: Parish Clerk

Public: None

FSC16/18 Apologies: apologies were received and accepted from Councillor Dransfield

FSC17/18 Minutes of previous meetings:

The minutes of the meeting held on 11/06/18 were approved and signed as an accurate record.

FSC18/18 Matters arising: None

FSC19/18 Declarations of interest: None

FSC20/18 Public participation: None

Finance

FSC21/18 Finance report: it was noted that most of the accruals were completed in May, except for the audit fee. The Earmarked Reserves (EMR) nominal codes will be used for planned expenditure on the pirate playpark, MK50 sculpture and landscaping. It is recommended as good practice to designate the EMR in areas that expenditure is planned for, and not to leave them unallocated in the general reserve.

Noted

FSC22/18 Budget planning for the refurbishment of playparks: This item was requested for consideration at full Council (FC45/18). The play parks in the Parish are all owned by Milton Keynes Council. The Parish Council is not responsible for routine maintenance and has agreed in the past to contribute to large projects planned by Milton Keynes Council.

Resolved: not to budget for regular contributions for play parks and to continue to consider one-off projects as they arise.

Councillor Ballantyne left the meeting at 7.40pm and returned at 7.44pm

FSC23/18 Expenditure on Loughton Sports Ground and Pavilion 2013-19: a financial report on income and expenditure for the sports ground and Pavilion at Loughton between 2013-18 was considered. It was noted that expenditure has been made to keep the exterior in good condition, with some maintenance for the quality of the grass and to improve the drainage. Expenditure on the roof included the contribution and grant from Milton Keynes Council in 2013.

Noted

FSC24/18 Scale of Fees for Great Holm Community Centre (GHCC): A short term scale of fees should be implemented as part of the transition plan. A long-term plan is needed to include the possibility of a Parish Council facility, consolidating the management of the Centre and to be able to cover the running costs of the building. These could be affected by changes at the Pavilion in Loughton. It was noted that the current fees vary widely, and the Parish Council wishes to be fair, consistent and transparent. Hall users have been advised that there will be a review of the fees and an increase is likely for April 2019. Fees for 7 other community halls were considered.

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- a) **Resolved:** The Parish Clerk and Chair to devise a proposed scale of fees to present to the next meeting. The scale should be simple, define a consistent period of hire, what discounts are available and provide a range of price options.
- b) **Resolved:** To request that all hall-users sign the Terms and Conditions in the transition plan.
- c) **Resolved:** The Parish Clerk and Chair of the Parish Council to meet the pre-school group to discuss the terms of the hire and clarify their income and expenditure in relation to the rent.

Staffing Issues

FSC25/18 Exclusion of the public: In view of the confidential nature of the business about to be transacted, the public were temporarily excluded from this part of the meeting.

Date and time of Next Meeting: 7.30pm on Monday 10/12/18 at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

The Chair closed the meeting at 9.02pm

Signed:

Date: