

FINANCE AND POLICY COMMITTEE MEETING
Lytchett Matravers Parish Council
MINUTES of the Meeting held on February 7th 2011 in the Village Hall at 7:30 p.m.

PRESENT: Cllrs K Norris (Chairman), A Bush, D Gillard, R Miller, J Taylor and the Parish Clerk (T Watton).

Two members of the public were present up to and including item 6.

1. **APOLOGIES.** Cllrs M Gracey and M Colvey
2. **DECLARATIONS OF INTEREST.** There were none.
3. **MINUTES OF THE MEETING** on 6th December 2010 were **ACCEPTED** as a true record and signed by the Chairman.

4. MATTERS ARISING

Minute 10, 4th of October 2010 (Lytchett Astro partnership agreement). Cllr Miller reported that he had discussed the draft partnership agreement with Mr Dorrell, Deputy Head Teacher, who had suggested some minor changes, but had agreed with its general principles. Mr Dorrell had however suggested that felt the school governors ought to be consulted on it. Cllr Miller considered that this might present some minor difficulty due to Cllr Colvey stepping down as a school governor for an indefinite period and therefore being unavailable to “present” this. It was suggested that Mr Dorrell might present it to the governors himself. Cllr Miller indicated that he would provide Cllr Bush with a copy of the draft partnership agreement which he may be able to discuss when he attends another meeting at the school shortly. *Action: Cllr Miller to provide Cllr Bush to the copy of the draft agreement accordingly.*

Minute 10, 4th October 2010 (Lytchett Astro timetable for quarterly liaison meetings). The timetable for quarterly liaison meetings between the Sports Club, the school and Lytchett Matravers Parish Council has not yet been established – to be agreed once the partnership agreement is established. **CARRIED FORWARD** *Action: Cllr Miller to pursue this matter with representatives from all three bodies.*

Minute 10, 4th October 2010 (date of next meeting with sports club to progress transfer of Lytchett Astro). It was noted that no firm date has yet been set for this, but this too will follow on from the formalization of the partnership agreement. **CARRIED FORWARD** *Action Cllr: Miller to pursue this with the Sports Club in due course and advise of the agreed date.*

Minute 14, 6th December 2010, 2nd bullet point (Notified changes to terms of Santander Current Account) The matter of the new requirement for account holders to credit their current accounts with a minimum sum each month has been taken up with the bank. They have promised to call back to discuss this point, but have not yet done so. *Action: Parish Clerk to report back on this at the next meeting of this committee.*

5. RECEIPT OF LATEST BANK RECONCILIATION AND WORKING ACCOUNTS FOR 2010/11.

The Parish Clerk referred to the full working accounts files which had been circulated to all council members prior to the meeting. He commented briefly on the comparison of expenditure for the current year to date with the same period last year – highlighting the impact of the expenditure on the new play equipment under the “Open Spaces” budget sub heading. It was unanimously agreed to **RECOMMEND** to Full Council the acceptance of the Bank Reconciliation and Accounts. A copy of the bank reconciliation and statement of

performance vs expenditure budgets, as distributed to Cllrs is attached at Appendix A to these minutes.

6. FOXHILLS PLAY AREA – PRESENTATION OF HIGHLIGHT REPORT AND ISSUES / QUESTIONS FOR THE COUNCIL’S ATTENTION

The Committee Chairman invited Mrs Taylor or Mr Huggins to present the Play Area Working Group’s project Highlight Report (copy attached as Appendix B to these minutes) – which they did.

Cllr Taylor indicated that he would take a picture to support an article to be submitted to the Parish Magazine. *Action: Cllr Taylor to take the photograph.*

The Parish Clerk reported that receipted invoices from the suppliers are required to support the applications to draw down the grant funding. These are expected to arrive in the next day or two.

It was explained that it may be better to leave the “launch” event until the better weather later in the year – remembering that a similar event is also due for the new skate park.

School children at the primary school will be advised that the play area is now open.

Purbeck Community Partnership requires usage footfall figures. Members of the working group will attend to this data gathering.

A discussion took place regarding the disappointing response from Miracle Design and Play Ltd to the request for extra mats to “square off” the front of the play area. It was felt that the cost they had quoted was excessive. It was suggested that Sutcliffe Play be approached, as they have now moved into an industrial unit in the village. It was agreed for the Parish Clerk to progress the purchase of these if the quote is less than Miracle’s and below the de-minimus limit. *Action: Parish Clerk to approach Sutcliffe to see if they are able to supply and fit matching mats.*

Mr Huggins clarified that he had contacted Miracle about height adjustments to the Bongo Steppers and Try-Rings.

It was **AGREED** that as the project is not yet complete and there is significant post deployment activity expected, Highlight Reports should continue at bi- monthly intervals (i.e. to this committee) until further notice.

7. ANNUAL REVIEW OF COUNCIL BURIAL RECORDS AND BURIAL GROUND REGULATIONS – RECEIPT OF REPORT AND RECOMMENDATIONS TO FULL COUNCIL

Cllr Taylor explained that he had not yet reviewed the burial records against the evidence of burials in the cemetery itself, due to the weather conditions. *Action: Cllr Taylor to carry out the review of the burial records and burial ground regulations.*

8. SUPPORT REQUIREMENTS TO THE PARISH COUNCIL

(i) Liaison with bankers. It was verified that due to the bank internal security requirements any issues requiring formal communication with the council’s bankers must be undertaken by at least two of the council’s four authorised signatories.

(ii) Researching the best deals for investing PC monies. It was agreed that Cllr Bush would monitor the market and report on this periodically at each Finance & Policy Committee meeting.

(iii) Production of Parish Council year end formal financial statements. It was agreed that the Parish Clerk should ask Mr Peacock if he is willing to undertake this again this year. As part of this discussion the Parish Clerk explained the timetable for the series of linked actions to ensure that the council’s formal accounts statements are completed and accepted by the council, and that the Annual Return is submitted to the external auditor by the required date. *Action: Parish Clerk to contact Mr Peacock.*

9. PARISH COUNCIL LONG TERM PLAN

Cllr Norris outlined the origin and development of the long term plan. A discussion arrived at the shared view

that there was a need to set some priorities for attention. Cllr Bush suggested that setting a “Top 3” may be appropriate to work on. It was agreed that Cllrs Norris and Miller would liaise to develop a proposed initial priority list. **Action: Cllrs Norris and Miller to liaise accordingly.**

10. FINANCE & POLICY RELATED CORRESPONDENCE

The Parish Clerk reported on the following items of correspondence:

- A quotation from GK Electrics for £201.50 for replacement of three faulty heaters in the Club Hall. As this is below the de-minimus limit it was **AGREED** to accept this. It was noted that some repairs to a roof leak are needed before the heaters can be replaced.
- Receipt of the revised schedule of insurance, which now includes the Foxhills Play area.
- A quotation from LTL Contracts for repairs and replacements to the low level lighting bollards approaching Lytchett Astro pitch. As the cost of the work is fairly substantial and the work is considered essential, it was agreed that the Parish Clerk should seek two further quotes. **Action: Parish Clerk to seek two further quotes for bollard repairs and replacement.**

11. MATTERS OF INTEREST AND INFORMATION

- Cllr Bush asked for information regarding the planning of the Village Carnival. Concerns were expressed because it is understood that there is some risk to this event as a result of a lack of volunteers. Cllr Norris indicated that he would ask Cllr Wilson if she knows who is involved.

There being no further business the Chairman closed the meeting at 9:18pm

Annotated by/on **Approved by/on**