

**Minutes 15<sup>th</sup> January 2018**  
**Elmstead Parish Council – Finance Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Jean Routledge, Nick Bell and Martine Ward  
Mrs Baxter (clerk)

Meeting chaired by Cllr. Routledge  
Meeting commenced at 11.00am

- 18/001 To appoint a chairman or to resolve to defer the appointment until the committee has more members (subject to the terms of reference to be agreed) and for the vice-chair to act as chair in the interim.**  
It was resolved to defer the appointment of a chair and for the vice-chair to act as chair. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.
- 18/002 Apologies of Absence**  
None
- 18/003 Declaration of Pecuniary Interests and Non Pecuniary Interests**  
Cllr Routledge declared a non pecuniary interest in item 18/014 as she is a member of Elmstead in Bloom.
- 18/004 To approve and sign the Minutes of the meeting of 13<sup>th</sup> July 2017.**  
It was resolved to accept the Minutes of the meeting of 13<sup>th</sup> July 2017 as true and accurate.  
Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.
- 18/005 To review the status of actions agreed at the meeting of 13th July 2017.**  
The clerk updated the committee that 707 Ltd do now inform the PC if there is an overweight bin on the same day that they do their waste collection.
- 18/006 2017/18 Third Quarter Review**  
*To review the expenditure to the third quarter of 2017/18 against the set budget.*  
The committee looked through the third quarter expenditure and income report. It was noted that the mower and strimmer servicing /repairs expense was higher than budgeted due to a breakdown of the mower. This could not be helped and there had been no expense in the previous year. The grass cutting at Dene Park is slightly higher than budgeted due to an increase in cost per cut. The street lighting expenses are significantly reduced following the change to LED lights, and has been a good cost saving.  
Overall the expenditure is within budget for the 3 quarters and the committee are happy with the figures.
- 18/007 2018/19 Budget and Precept**  
*To discuss and agree a budget for 2018/19 to recommend to the full council 18<sup>th</sup> January meeting. To discuss the 2018/19 precept request to recommend to the full council 18<sup>th</sup> January meeting.*  
The committee looked through and revised the budget where necessary. The total budgeted expenditure comes to £32,765 which is an increase of £764 = 2.4% on 2017/18. As the TDC LCTS grant is reducing this results on an overall increase of 4.4% on a Band D property. It was resolved to recommend this budget and precept request to the PC.  
Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

Signature .....

Date .....

**Minutes 15<sup>th</sup> January 2018**  
**Elmstead Parish Council – Finance Committee**  
Community Centre, School Road, Elmstead Market, CO7 7ET

The clerk is to ask the handyman to put Danish oil on the noticeboard on Harvest Way when the weather gets better. Also to ask him if the bus shelters need any maintenance.

**18/008 Bank Signatories**

*To consider a new signatory to the bank account to replace Cllr Fairweather.*  
Cllr Bell suggested that we ask the other councillors in advance of the PC meeting on the 18<sup>th</sup> January to consider becoming a signatory as it is essential to have an additional person.

**18/009 Appointing our internal auditor**

*Does the committee agree to recommend Mrs Jan Stobart to the full council to do our internal audit for 2017/18?*  
It was resolved to recommend the above. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

**18/010 Elmcroft**

*To review the current status of maintenance required.*  
At present it is understood that Go Homes will be restoring/replacing the fencing around Elmcroft as a gesture of goodwill.

**18/011 St Anne and St Laurence Church**

- i) *To consider the request from St Anne and St Laurence Church to contribute towards the expense of maintaining the burial ground in conjunction with;*

It was agreed to make a regular payment to the church of £200/year towards the expense of maintaining the burial ground in lieu of going asking them to go through the grants process each year. This is to be reviewed by the finance committee each year. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour

- ii) *To consider the proposal that the PC contribute to the cost of the Church noticeboard on the North Green*

It was agreed to recommend to the PC that we do the installation of the noticeboard that is our preferred choice (wooden), and pay the excess over the quote the church gave us for their preferred notice board of £1,400. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

**18/012 Terms of Reference**

*To agree terms of reference for the Finance Committee to recommend for approval to the full council.*

Changes to the terms of reference were discussed. The reporting of meetings should be by a verbal report rather than circulation of the minutes, because often the finance committee meeting is too close to the PC meeting to be able to do this. It was decided that the terms of reference would be reviewed annually at the first quarter meeting of the committee.

**18/013 Dene Park**

*To compare the cost of using a contractor or the PC handyman to cut the grass at Dene Park.*

The contractor would cost an estimated 6 cuts @£65 = £390. For the handyman to cut the grass it would still require an initial cut by the contractor and an initial shred

Signature .....

Date .....

**Minutes 15<sup>th</sup> January 2018**  
**Elmstead Parish Council – Finance Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

by the handyman at an estimated 2-3 hours plus 1 hours round trip. He would need to cut more frequently as the PC's mower cannot cut longer grass so an estimated 12 cuts taking 2.5 hours per cut. The total would be approximately £400. There would be additional wear and tear on the mower and the finance committee were concerned about the handyman having to drive the mower on the roads to Dene Park. It was resolved to continue to use the services of the contractor and check that he is happy to continue. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

**18/014 Community Centre Waste Bin**

*To consider a request from Elmstead in Bloom to dispose of their green waste into the community centre bin as their green waste is no longer collected by TDC.*

Cllr Routledge: Twice a year EIB take out the old plants and cut back the shrubs. (Spring and Autumn) If they put the green waste in the community centre bin there is a chance that there will be an overweight charge. Alternatively the PC could fund the purchase of a TDC brown bin and pay for the green waste collections. This would incur a one off fee of £25 and then £50/year. It is not known how much the overweight charges on the community centre bin might be.

It was resolved that we would do a trial period from now until May of EIB putting their green waste in the community centre bin. We'll monitor the overweight charges and if it looks like it will cost more then we'll fund a brown bin.

Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

The clerk is to ask EIB to let us know when they put green waste in the bin.

**18/015 Exclusion of press and public**

*To resolve that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be closed to the public and press for the following items of business.*

Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

**18/016 Staff salaries**

*To consider the recommendation of the Personnel Committee following on from the staff appraisals with respect to the clerk's and handyman's salaries for the year 2018/19. To agree to make a recommendation to full council.*

The personnel committee recommended that the clerk and the handyman both go up one point on the salary scale. The finance committee resolved to accept this recommendation. Proposed: Cllr Routledge, Seconded Cllr Bell, all in favour.

Cllr Routledge will send a report to the PC for the meeting on Thursday.

**18/017 Matters raised by Councillors for the next agenda or for information only.**

None

The meeting closed at 1.20pm

**Minuted by Mrs. A Baxter**

**15<sup>th</sup> January 2018**

**Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com)**

**01206 827139**

Signature .....

Date .....