

WELLESBOURNE PARISH COUNCIL

The minutes of the Finance & Administration Committee of the Council meeting on
Tuesday 24th November 2009 at the Parish Council Office, 2 School Road, Wellesbourne



Present:

Chairman: Cllr Johnston Councillors: Blundall, Copeland, Grantham, Wright

Clerk: Mrs Scriven

1. **Apologies for Absence** – Cllr DC

2. **Declarations of Interest**

Declarations of interest (personal or prejudicial) under the provisions of the LGA 2000, Parish Councils (Model Code of Conduct) Order 2001.

Cllr Grantham prejudicial interest in connection with Wellesbourne Conservative Club Ltd and a personal interest in the Football and Social Club 97, and all matters appertaining to Walton Estates.

Cllr Close personal interest in connection with St Peters Church as a member of the church and a personal interest in the Dene Valley Leisure Centre.

Cllr Wright personal interest in connection with the Methodist Hall & personal interest in CAB

Cllr Mrs Rose prejudicial interest in connection with the Conservative Club Ltd and a personal interest in the Football and Social Club 97.

Cllr Rutherford personal interest in parking matters in relation to Chedham's Yard

3. **Confirmation of Agenda** - confirmed

4. **Confirmation of the minutes of 8th September 2009**

The minutes were confirmed as a true record and signed by the Chairman

5. **Matters arising** – Jane Alexander (Project Manager – Chedham's Yard) had compiled a cash-flow projection report which would be updated with forecasts of peaks and troughs within the financial year. It was acknowledged that confirmation of cash drawdown from HLF would be required prior to payment of invoices to ensure no negative expenditure incurred by the Council where possible. A separate and corporate bank account would be required to administrate the payments from HLF, with an overdraft facility to cover any late payment receipts. It was noted several banks would be contacted to access the best possible account facility.

Cllr DJ said HLF were committed to providing an up-front cash flow for the project with draw-down on cash to bank account and then payment made by WPC and confirmed that the Project Assistant's salary would be paid by HLF not the Parish Council as soon as the agreement to enter the contracts had been authorised.

Action: Seek data for corporate bank account with 2 Banks

By: Clerk

6. **Open session** for members of the public to raise any matters of relevance to the Parish and for any Cllr with a prejudicial interest in an item on the agenda to speak on that item –

Cllr RW said the CAB needed continued support as a valuable service to Wellesbourne and hoped WPC

would continue to offer a similar level of support. He advised that the Methodist Hall would be raising their

rent charge in January 2010.

7. **Recommendation to approve a grant to the WI for the provision of refreshments at the Xmas Lights switch on 27th November 09 – Cllr RW abstained from the voting**

Resolution to approve grant of £100 to WI

Proposed accept Cllr TC, 2 nd Cllr GB, caried
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8. **Year End update**

8.1 Report on Audit to date – The Year End Return was almost ready to send to the External Auditors, Chairman to check all information completed as Clerk had not compiled the return on this occasion.

9. **Setting of Draft Budget – Comments/actions/recommendations recorded in minutes draft budget amounts recorded in budget spreadsheet** – (updated report to be appended once approved)

It was noted that an email querying the powers of a Parish Council to pay grants to charities that were nationally available rather than non-national and local charities had been sent by Cllr IR. He had queried payment to charities such as the Air Ambulance & CAB. Cllr JG said Parish Council's have the power to make such payment to any charity regardless of status if beneficial to the residents of the parish and it is a nonsense to say that Parish Council's cannot donate to such worthy charities as Air Ambulance & CAB who were, and continue to be, very well used and valuable services within the parish.

Grants

Recommendation: to deal with all grants at the same level as last year for the draft but giving special consideration to WIB, Sports Association, Village Hall and CAB at second meeting.	Proposed Cllr JG, 2 nd Cllr DJ Carried
Action: circulate CAB, WIB, Village Hall & Sports Association letters	By: Office

Burial Grounds – It was agreed that it would be useful to arrange tendering for levelling and seeding work

Action: Draw up tendering documents for the work at the new burial ground	By: Cllr JG – who will send to office administrator to advertise
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Amenities

Rise in grass cutting from £8105 to £10,300 – explanation to be sought from Cllr RP.
 Consider variation of existing burial ground maintenance contract to include additional maintenance cost of the burial ground extension to be given – estimate of cost to be sought as soon as possible.
 Litter Control – Review of contract and consideration of new tender/contract
 Consideration to be given to adoption of the Hammond Green play equipment

Cllr DJ said Cllr RP had approached him requesting co-option to the Finance Committee given the level of budget held by the Amenities Committee.

Recommendation to Full Council to co-opt Cllr RP to the Finance Committee, agenda item for Full Council meeting item 12 (12.1)	By: Office
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Highways

Clarification of SDC responsibility to empty bins as some remain full. (Seek map)
 Stratford Road/Baker Drive verge remained unkempt, & noted, work was required to resolve ownership.

CCTV

The Clerk said a meeting had been held with the SDC Retail Radio provider who was making enquiries into the possible work outstanding with BT fibre-optic lines to enable “back to back” radio message signals. It was noted a new receiver unit would be required, at approximate cost of £2000 but this was somewhat off-set by the reduction in cost of the scheme licence and lower hire cost of the equipment. Possible funding opportunities were being sought by the Clerk with SDC/Police. The site move of the camera outside the Co-op remained outstanding.

DVSC – nothing to be done in 2010.

Parish Plan – Consideration to be given to undertaking of provision of a Parish Plan.

Computers – Total replacement of computers & provision of two printers to be considered as both hardware & software out of date & ineffective. Suggested quotes collected, cost estimated approx £4000.

10. Any other urgent business - none

11. Date of next meeting – 19th January 2010 for budget adoption at 2nd February Full Council mtg.

There being no further business to discuss the meeting closed at 9.20pm.

Chairman..... Signature..... Date.....