

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING OF KEMPSEY PARISH COUNCIL HELD ON
MONDAY 6TH FEBRUARY 2012
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE

Present: - Mr. J Michael (Chair), Mrs. Campbell, Mr. M Stevens, Mr. D Harrison, Mr. B Bowley & Mr. A Rea (nominated representative in the absence of Mr. Hay).

1. Apologies for Absence – Mr A Hay (accepted) – Personal

2. Declaration of Interest – Personal & Prejudicial

All Councillors declared an interest in respect of agenda items 7, 8 and 9 mileage expenses.

As someone holding registered grazing rights in respect of all commonable areas other than Kerswell Green Common, Mr. Harrison declared a personal interest in respect of the Commons and Hams. Mr. Harrison also declared a personal interest living in close proximity to The Limes. Mr. Stevens and Mr. Rea also declared a personal interest due to residing on The Limes. Mr. Bowley also declared an interest being a member of Kerswell Green Graziers Association. Mrs. Campbell declared an interest in respect of item 20. due to hosting the website.

3. Open Forum – No Discussion took place

4. Banking 1. Update on new bank signatories

Signatories for Lloyds Bank have now been obtained. Clerk confirmed Mr Blackwell has the paperwork to deliver to the bank as he is required to produce some identification. Mr. Michael offered to take Mr Blackwell to Lloyds Bank to speed up the process.

2. Update on banking arrangements/Accounts

£35000 has been transferred across from HSBC savings to current account and a cheque book has been obtained for the current account. In the process of transferring

£35,000 from HSBCs current account to Lloyds TSB current account.

Lloyds savings account has been closed and all monies transferred to Lloyds current account.

Relevant mandate forms have been completed together with a list of requirements

to deposit £35000 into NatWest 3 year stepped bond.

- 5. Transfer of items back to relevant committees** It was agreed that both the Pavilion caretaker and the Community Centre caretaker should remain under the remit of the F&GP Committee. Ultimately the Clerk will manage the Pavilion caretaker. She expressed in order to do so she needed to familiarise herself with the Sports Pavilion and the Pavilion caretakers duties. A meeting is to be arranged with Mr Michael, Mrs Campbell and Mr Stokes at the Sports Pavilion. The Clerk also advised that she required some help and guidance in compiling a contract of employment for the Pavilion caretaker. She was advised from the Committee to seek professional help from an employment solicitor.

- 6. To discuss the cost and viability of solar panels for the Community Centre**

Mr Harrison gave an update, advising to benefit from this project installation and registration was required before 3rd March 2012. He advised that quotations were in the process of being obtained. A discussion took place amongst councillors as to whether this project would be financially viable and of benefit. The Committee felt independent advice should be obtained. Mr Harrison advised that Community First could assist. This item to be placed as an agenda item for the Parish Council meeting on 13th February 2012.

- 7. Advertisement of Councillors mileage expenses.** All mileage claim forms for Councillors will be displayed on the website at the financial year end.

- 8. New mileage claim forms for Councillors.** As an internal administration procedure a new mileage claim form will be implemented from April 2012.

- 9. To discuss other councillor expenses – Telephone Calls** A recommendation was made by Mr Michael not to pay any other expenses apart from mileage to councillors. This was seconded by Mr Rea with all members in agreement except from Mr Bowley who abstained from voting. This will be presented at the February Parish Council meeting.

- 10. Risk Assessments Update** Clerk advised that she had received confirmation from the insurance company that the Parish Council would be liable for risk assessments and the onus would not lie with any one particular individual. This item to be placed on the

February Parish Council agenda. The statement from the insurance company to be circulated to all members

11. Update on Office Computer Equipment and Photocopier

A specification is to be devised and quotes obtained.

12. To discuss process of appointing of a caretaker and agreeing salary

The question raised was the necessity for a caretaker. Arrangements could be made internally in that ad-hoc users for room 1 should pay in advance and collect the key from the Parish Office along with instructions and a plan of the building. A retainer fee could be implemented to cover any damages (Refundable)

13. Annual Parish Meeting – To organise a Guest Speaker

Mr Stevens suggested a guest speaker from the Environment Agency to talk about the history and recent excavation of the skeleton bones discovered by St Marys Church. Members were in agreement to this suggestion. Clerk/Mr Stevens to organise.

14. Transfer of items back to relevant committees – Duplication of point 5.

15. Reimbursement of Utility Bills from Tenants – A letter to be issued to tenants advising that the Parish Council are in the process of calculating utility charges to be reimbursed back to them. A working party consisting of Mr Harrison, Mr Rea, Mr Michael and Mr Hay is helping with the calculations and to clear the back log.

16. Outstanding Room 1 User invoices – Copies are to be circulated to councillors of unpaid invoices. This item to be discussed under Confidential Session

17. Rent Increases for Tenants

The RFO to seek an independent valuation/s. The details of the valuation shall be brought to Full council (in confidential session). The council will then make a recommendation on the rent

increase. The RFO shall prepare a letter detailing the rent increase and issue it to the tenants. The Chairman / Vice Chairman and RFO shall meet with the tenants to discuss the proposed rent increase.

18. Advertising Room 1 in order to generate income – Advertising should include the noticeboards, website and Parish Magazine. Clerk requested help in designing an advert. A suggestion was made to increase room hire costs and to obtain some price comparisons with Upton Town Council, Kempsey Parish Hall, Norton Parish Hall, St Peters Baptist Hall

19. Display of items on notice boards (non – profitable) A recommendation was made by Mr Michael to use Parish noticeboards to display Parish Council business only plus affiliated working party events and to maintain consistency on all noticeboards. This was seconded by Mr Rea carried by a majority vote. A recommendation to be placed on the Parish Council March Agenda

20. Management of Website

Mrs Campbell to conduct website training on Friday 10th February 2012 in the Parish Office at 10.30am for interested members. In addition a working party will be held on Monday 20th February 2012 at 6.30pm

THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10.03 p.m.

Sharon Baxter
Clerk
16th February 2012