

CAPEL PARISH COUNCIL

Minutes of the **Finance & Resources Committee** Meeting
Held at Capel Village Hall on **Monday 22 May 2023 at 7pm**

Present:

Cllr Charles Mackonochie – Chairman, Cllrs: Maggie Fenton, Hugh Patterson, Ashley Saunders, Trevor Sawyer

In attendance:

Louise Goldsmith, Clerk & Responsible Finance Officer

Agenda No	Minute No	
1.		ADMINISTRATION. Fire Exits, Assembly Point, Mobile Phones. No requests received to record the meeting.
2.	428	APOLOGIES FOR ABSENCE. None received.
3.	429	COUNCILLOR DECLARATIONS. Cllr Patterson declared an interest in agenda item 7.
4.	430	MINUTES. The minutes of the meeting held on 5 December 2022 were approved by RESOLUTION as a true and accurate record and were signed by the Chairman.
5.	431	REVIEW OF EXPENDITURE VERSUS BUDGET FOR 2022-2023 AND RESERVES Members considered a spreadsheet prepared and circulated by the Clerk comparing actual expenditure against the budget for the financial year 2022-2023. In summary it was agreed that expenditure had, in the main, been in line with the budget with the exception of the budget for the memorial cottages. The Clerk to provide a breakdown of the overspend on the contingency budget.
6.	432	FINANCIAL CONSIDERATIONS 6.1 To consider a quote for the making and installation of a stand for the 'Queen's Canopy' plaque It was agreed to recommend to Full Council that Capel Groundcare is instructed to build and install the stand at a cost of £411.69 (excluding VAT). The Clerk will ask for some additional wording to describe the trees, (to be provided by Cllr. Saunders), to be added to the stand and it was noted that this additional wording will increase the price quoted.

6.2 Proposal to replace the doors and frames to the public toilets

Members considered an estimated quote of £2,800.00 to replace both doors and frames to the public toilets and to replace the electric locking system. Members agreed that these works are essential and asked the Clerk to liaise with the contractor to discuss an installation date and to firm up the price.

6.3 To consider a quote to create a formal new path from the car park to the public toilets.

Members considered a quote from Capel Groundcare of £429.40 (excluding VAT), to remove the tree roots and dig out a new route for a path from the car park to the toilets. The Clerk reported that the ladies toilet door is catching on the current footpath which has possibly been raised up by tree roots. The contractor for the doors has suggested that it would cost in the region of £500.00 (excluding VAT) to dig out and relay this footpath. It was agreed that works required to create a new route from the car park to the toilets and the digging out and relaying of the current footpath outside the toilet doors could be combined. The Clerk will discuss this suggestion with the contractor and obtain a quote.

6.4 To consider a quote for the removal of the bollards around the green.

Members considered a quote of approximately £900.00 (excluding VAT) to remove all the remaining bollards around the village green and to fill the holes and top with concrete and pebbles to match the existing border.

RESOLVED: To accept the proposed works and quote as this project has previously been budgeted for.

6.5 To consider funding the proposed SID scheme from the Solar Farm Grant fund for 2023/23 and remaining balance in the budget for a new CCTV system.

The Clerk advised that the installation of three poles and the visual display unit would cost in the region of £7500-9,000.00. KCC is currently assessing the suitability of the proposed sites. It was agreed that a scheme to replace the original vehicle activated signs was essential, subject to approval by KCC, and that the solar farm grant for 2023-2024 could be used to fund this project with any shortfall to be met from any remaining budget.

6.6 To consider funding a Traffic Regulation Order application for Alders Road.

The Clerk advised that the required Traffic Regulation Order (TRO) would cost in the region of £3,500.00. It was suggested and agreed that the Clerk establishes from KCC what other costs will be incurred should the TRO be approved. It is not clear whether KCC or the Parish Council will be required to fund any new signage and road markings. Full Council can then consider the total cost of the proposal.

Cllr. Patterson declared an interest in the following item and did not participate in the discussion

7. 433 CCA VILLAGE HALL LEASE

Members considered a request from the Trustees of Capel Community Association to draw up a corrective leasehold agreement. It was agreed that the lease needs updating and that the issues with the current lease raised by the Trustees need investigating. It was agreed that the Clerk should obtain some quotes for legal advice.

8. 434 TO REVIEW THE BANK ACCOUNTS AND TO MAXIMISE RETURNS

Members noted the contents of the internal auditor's report and a recommendation that the Parish Council reviews its deposit risk. Members considered a report prepared by the Clerk reviewing the Parish Council's current holdings and reserves and a recommendation for a way forward.

RESOLVED: To recommend to Full Council, subject to further investigation, to invest £30,000 from the Memorial Cottages Unity Trust Savings Account into a bond with Hampshire Trust for 2 years with a fixed interest rate of 4.2%. This would ensure that the remaining funds in the Unity Accounts are protected by the Financial Services Compensation Act as well as those to be invested.

9. 435 EXTERNAL FUNDING REQUESTS

a) Kent Ambulance: **RESOLVED:** To allocate £100.00 in the budget for 2024/2025.

b) School Leavers Ball: **RESOLVED:** To not donate funds to the school leavers ball (4 in favour, 1 abstained).

10. 436 SOLAR FARM GRANT

Members agreed it had been a useful exercise to reconsider the terms and conditions of the annual Solar Farm Grant. It was agreed that a line be added to the accounts to identify expenditure against this grant.

POLICIES

11. 437

Members considered a schedule prepared by the Clerk of the current policies and adoption and suggested review dates. It was noted that the Clerk is currently reviewing the CCTV Policy and that this will be discussed at the next Staff, Office and Administration Committee Meeting. It was agreed to explore developing an investment policy, a Staff Handbook/HR policy, a discipline and grievance policy and a bullying, harassment and dignity at work policy.

12. 438 DATE OF NEXT MEETING:

17 July 2023 at 7pm Capel Village Hall Meeting Room.

There being no further business, the meeting closed at 8.22pm.

Signed:

Date:

Initialled _____

