

CAPEL PARISH COUNCIL

Minutes of the **Finance & Resources Committee** Meeting
Held at Capel Village Hall on **Monday 4 September 2023 at 7.30pm**

Present:

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

In attendance:

Louise Goldsmith, Clerk & Responsible Finance Officer

Agenda No	Minute No	
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1.

ADMINISTRATION.

Fire Exits, Assembly Point, Mobile Phones. No requests received to record the meeting.

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APOLOGIES FOR ABSENCE.

An apology for absence was received from Cllr. Patterson and the reason for absence was accepted.

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COUNCILLOR DECLARATIONS.

None.

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MINUTES.

The minutes of the meeting held on 22 May 2023 were approved by **RESOLUTION** as a true and accurate record and were signed by the Chairman.

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REVIEW OF EXPENDITURE VERSUS BUDGET FOR 2023-2024 TO DATE

Members considered a spreadsheet prepared and circulated by the Clerk comparing actual expenditure against the budget for the current financial year 2023-2024. In summary it was agreed that expenditure, in the main, is in line with the budget. The Clerk provided a breakdown of the overspend on the contingency budget in 2022/2023 as requested at the last meeting.

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FINANCIAL CONSIDERATIONS

6.1 To consider quotes for a replacement pump for the allotments
Members considered the specification and quotes for different types of hand pumps having decided between meetings to not explore the option of solar or electric pumps. It was noted that the current pump seems to be working when the water table is high enough. It was agreed that the issue with the water table will be ongoing and that it could be beneficial for the Parish Council to invest in a rainwater harvesting collection system.

RESOLVED: To agree to install a North Ridge Excelsior-G Cast Iron Semi Rotary Hand Pump at an approximate cost of £479.00 when the current pump fails. Installation of this pump to be agreed. The Clerk to ask Capel Greenbelt Protection Society if they would be willing to provide rainwater harvesting guttering and water tanks. These could then be installed on the metal container on the allotments to provide another source of water for allotment holders.

6.2 To consider quotes to cut the allotment side of the hedge along Falmouth Place

Members noted that the Clerk has obtained one quote from Capel Groundcare to cut the allotment side of the hedge along Falmouth Place for £530.00 (excluding VAT). The Clerk will attempt to obtain a further quote.

6.3 Review and set the allotment rent for 2024-2025

RESOLVED: To recommend to Full Council that the allotment rental fee is increased to £26.00 for a full plot and £13.00 for a half plot from the 1 October 2024 and to remove the concession rate for new allotment holders aged over 65. The Clerk will advise the allotment holders of the increase by the 1 October 2023, giving 12 months notice in accordance with legislation.

6.4 Review and set the football club hire fees for 2023-2024

RESOLVED: To recommend to Full Council that the football fees are increased from £350.00 per annum to £375.00 and that the charge for single use of the pitch to be £40.00.

6.5 Review and set the cricket club rent for 2024

RESOLVED: The annual rent for the pavilion due from the cricket club to be increased from £20.00 to £25.00.

6.6 Contribution from the cricket club towards the replacement CCTV system

It was noted that the cricket club has kindly donated £500.00 towards the cost of the replacement CCTV system.

6.7 VAT refund

It was noted that a VAT refund of £4622.32 for VAT paid between 1 April 2023 and 30 June 2023 has been received.

6.8 Hampshire Trust Bond

It was noted that the Hampshire Trust Bond account has now been opened and £30,000.00 from the Memorial Cottages reserves has been paid across. This is a 2 year bond with a fixed interest of 4.2%. It was also noted that the CCLA has appointed FNZ as a transfer agent which is due to take effect from the 16 October 2023. The Clerk has been advised that the account will continue to operate as normal but that a new account number will be provided in due course.

7. 444 **FINANCIAL MATTERS.**

The following reports as at the 4 September 2023 were reviewed.

7.1 Receipts and Payments Report: Noted.

7.2 Bank Reconciliation: Noted.

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7.3 Payments Report:

RESOLVED: Payments to be authorised online by Cllrs. Fenton and Mackonochie and presented at the next Full Council meeting. Cllr. Fenton checked the invoices against the payment schedule.

8. 445 AGAR 2022-2023

8.1 To note the completion of the limited assurance review for the year ending 31 March 2023

The External Auditor has completed the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) and have concluded that the information is in accordance with Proper Practices and that no other matters have to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

8.2 Notice of Conclusion of Audit

The Clerk has arranged for the Notice of Conclusion of Audit to be displayed on the website and noticeboards along with the relevant sections of the AGAR.

9. 446 CCA VILLAGE HALL LEASE

Members noted that Kate Jackson from Surrey Hills Solicitors has requested information/answers to a number of questions including confirmation that when the CIO was set up and registered the lease was formally vested in the CIO, i.e. the assets of the charity, including the lease, were transferred to the CCA CIO. The Clerk was asked to direct these questions to the CCA Trustees and report back to Full Council.

10. 447 UK SHARED PROSPERITY FUND

Members noted that an application for a £3,500.00 grant from the UK Shared Prosperity Fund to replace the sanitaryware, cisterns and internal doors in the public toilets has been granted by TWBC. A copy of the grant agreement was not received in time to be considered at the meeting. The Clerk will circulate a copy of the agreement for approval and signing at the next Full Council meeting. It was noted that Cllrs. Patterson, Saunders and the Clerk will attend a site visit with Ability Plumbing on the 19 September 2023 to discuss the specification and works.

11. 448 BUDGET 2023-2024

The Clerk explained that it is looking likely that KCC Highways will approve the proposed Speed Indicator Device Scheme for Five Oak Green Road this week. It is estimated that the Parish Council will need to find approximately £9,500.00 to fund this scheme. A scheme to reduce the speed limit in Alders Road has already been approved by KCC and it is estimated that this will cost £12-15,000 to implement. KCC has also recently indicated that rather than install a pedestrian crossing in Five Oak Green Road they would be happy to consider installing a system of traffic calming in the form of chicanes/kerb buildouts in Five Oak Green Road

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and Sychem Lane. It is estimated this this scheme will cost over £50,000. The Clerk concluded that there is likely to be pressure on the budget again this year and that other funding solutions may need to be considered. The Clerk is also mindful that legislation changes may mean that works will be required to the memorial cottages to improve their EPC rating. These works could be funded from the reserves account for the cottages.

12. 449 DATE OF NEXT MEETING:

Monday 23 October 2023 at 7pm Capel Village Hall Meeting Room.

There being no further business, the meeting closed at 8.44pm.

Signed:

Date:

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Initialed