

CAPEL PARISH COUNCIL

Minutes of the **Finance & Resources Committee** Meeting
Held at Capel Village Hall on **Monday 23 October 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	
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1.

ADMINISTRATION.

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

2.

450

APOLOGIES FOR ABSENCE.

No apologies needed.

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COUNCILLOR DECLARATIONS.

Cllr. Patterson declared an interest in agenda item 7.

4.

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MINUTES.

The minutes of the meeting held on Monday 4 September 2023 were approved by **RESOLUTION** as a true and accurate record and were signed by the Chairman.

5.

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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. There has been an overspend on the Neighbourhood Plan project but this will be offset by a grant from Locality.

6.

454

FINANCIAL CONSIDERATIONS

6.1 Photocopier for the Parish Office

The recommendation from the Staff, Office and Administration Committee to accept a quote from Copier King was considered. Copier King is offering to deliver and install a Konica Minolta Bizhub A3 colour printer/copier and scanner free of charge. Copier King will provide a fully inclusive service and support contract for the printer and unlimited toner/parts/service/breakdown and network support. The cost per print will be 0.005p per mono print, and 4p per colour, scanning is free of charge. The Clerk will confirm the charge for A3 copying.

RESOLVED: To accept the quote from Copier King and to agree that the Clerk can undertake copying for other bodies at an agreed charge of £0.05p per mono print and 5p per colour.

6.2 Redesign of the Website

It was noted that quotes for a completely new website had been considered by Staff, Office and Administration Committee and that the current website provider has since offered to revamp the current layout of the website free of charge. The Clerk has suggested some changes to the layout and additional directories and the link to a 'staging' website has been circulated.

RESOLVED: To continue with the current website provider and launch the revamped website.

6.3 Proposal to increase CCTV cover in the allotments

Members discussed the recent break in at the allotments. It was noted that it has been over 6 months since a decision was made to not install CCTV at the rear of the allotments. The Clerk has obtained an updated quote of £4,490.00 (excluding VAT) from the contractor to install 3 cameras on a pole in the allotments. Members discussed the fact that the container donated by Capel Greenbelt Society, which would offer secure storage, continues to not be used by the allotment holders. Members agreed that it would be financially prudent for the Clerk to approach Capel Greenbelt Protection Society to ask if the Parish Council could sell the container and use the funds raised toward installing CCTV in the allotments.

6.4 Update on the replacement external toilet doors

The Clerk advised that the contractor hopes to replace the external toilet doors in a few weeks and will provide a breakdown of the cost.

6.5 Utility suppliers and increase in rates

It was noted that the current supplier of electricity to the pavilion and public toilets have increased their rates. The Clerk will investigate whether it would be worth switching to an alternative supplier.

7. 455 CCA VILLAGE HALL LEASE

Members considered correspondence from the CCA Trustees regarding their requirements in terms of the length of the new lease and the area covered. Although not adverse to the overall size of the suggested area of land to be leased Members agreed that the southern boundary needs to be moved upwards to protect the recently planted five oak trees on that boundary. Members also considered the proposed position of a new village hall and asked the Clerk to suggest that the building is turned 90 degrees so that the longest side of the roof would be south facing which would be preferable for the installation of solar panels. Members were not adverse to the idea of a longer lease and agreed that they would consider the suggested 900 years lease subject to conditions. It was agreed that the Clerk should invite the Trustees to attend a Full Council to discuss their requirements. The Clerk advised that the Trustees are in the process of trying to locate the evidence pertaining to the transfer of the assets as

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requested by the Parish Council solicitor. It was noted that the Trustees are also in the process of appointing a solicitor to act on their behalf. The Parish Councils solicitor has sent through a draft lease which the Clerk has circulated for comments.

8. 456 ANNUAL REVIEW

8.1 Financial Regulations: Wording 'excluding VAT' added to section 4.1.

8.2 Risk Assessment: Cllr. Mackonochie offered to forward some additional wording on data storage.

8.3 Asset Register: Noted.

RESOLVED: To recommend that Full Council adopts the above policies.

9. 457 BUDGET 2024-2025

Members considered a draft budget for 2024-2025 prepared by the Clerk. Each element was considered and will be reviewed again at the next Finance and Resources Committee before being presented to Full Council for approval in December 2023. The Clerk explained that given the positive response to the recent consultation that it likely that KCC Highways will approve the proposed Speed Indicator Device Scheme for Five Oak Green Road and that the Parish Council will need to find approximately £9,500.00 to fund this scheme. It was suggested and agreed that this project could be funded by the Solar Farm Grant. 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. It was noted that the posts on the verge at Catts Corner need replacing and that the signage in the village hall car park needs to be reviewed and replaced. 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.

10. 458 DATE OF NEXT MEETING:

Monday 4 December 2023 at 7pm Capel Village Hall Committee Room.

There being no further business, the meeting closed at 8.27pm.

Signed:

Date:

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