

MILBORNE PORT PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Tuesday 21st November 2017 at 7.20pm at the Town Hall

Present: Mr J Oldham (Acting Chair), Mr M Ritchie, Mr R Douglas, Mr P Lock and Mr M Lancaster

Also Present: Emma Curtis – Parish Clerk

Public Question Time

There were no members of the public present

- 1. Election of Chairman for the remainder of the 2017/2018 year:** Due to Mr Lockey's resignation a new Chairman was required. The Clerk and Mr Oldham stated they had both spoken with Mr Stewart who had expressed an interest in the role. In his absence Mr Oldham proposed Mr Stewart be elected as Chairman. This was seconded by Mr Lock and all voted unanimously to elect Mr Stewart as the Finance Committee Chairman. The Clerk confirmed she would inform Mr Stewart and seek his acceptance.
- 2. Apologies for Absence:** Received from Mr C Laughton and Mr I Stewart, reasons for absence approved.
- 3. Declarations of Interest:** Received from Mr Lancaster, item 8 and item 6, *member of the Village Hall Management Committee*, Mr Oldham items 8 and 6, *school governor and member of the Village Hall Management Committee* and Mr Douglas, item 8, *member of the Football Club working party*.
- 4. Minutes of the Finance Committee Meeting held on Tuesday 15th August 2017** were approved and signed as a true and accurate record of the meeting.
- 5. Review of Income and Expenditure for the year 2017/18 to date:** Current income and expenditure was reviewed with Mr Oldham commenting that the Council were 58% through the financial year with a 56% spend. Significant differences in the budget and actual spend for telephone and broadband and stationary were discussed. It was agreed to investigate a less expensive telephone and broadband contract. The underspend in the churchyard budget was considered and Mr Lock agreed to speak with the church wardens to expediate work on the pathways.
- 6. Consider website upgrade:** Mr Oldham explained that the Village Hall Management Committee were keen to have a different design on the community website with an altered look and feel. Mr Oldham felt that the same concept may be useful to the Parish Council pages of the website and confirmed that the cost would be £60 to enable the process and then £20 per additional page change. Mr Lock proposed the quotation was accepted and the website upgraded, this was seconded by Mr Ritchie and Mr Douglas agreed. Mr Oldham and Mr Lancaster abstained. It was therefore resolved to commence the website upgrade.

7. Consider charges for the year 2018/19

7.1 Cemetery Fees: It was resolved to research other local cemetery fees prior to setting new charges for the forthcoming financial year.

7.2 Allotment Fees: It was resolved that allotment fees would remain the same at £36 for a full plot and £18 per half plot.

7.3 Town Hall Hire Fees: It was resolved to keep the WI hire fee at £268 per annum and set a fee of £7.50 per hour to hire the council chamber and £5.00 per hour to hire the small upstairs room.

8. Consider Grants and Donations budget for the year 2018/19 following implementation of new grants procedure including grant applications from:

- **Milborne Port Primary School:** Grant request was for £2,750 to support the school crossing patrol and swimming transportation. Mr Lock proposed a grant of £1,500 be awarded and if a pressing need throughout the year became apparent a further grant may be awarded dependent on evidence of the need. This was seconded by Mr Douglas and agreed by all with Mr Oldham abstaining. It was resolved to award a grant of £1500.
- **Playing Fields Management Committee:** Grant request was for £7,750 to manage the playing fields. The grant application appeared confusing and required further clarity, so the Clerk was requested to arrange a meeting with the Chairman of the Playing Fields Management Committee and Treasurer before a decision could be made. Mr Lock and Mr Lancaster shall also attend the meeting.
- **Commonalty Charity Lands:** Grant request was for £1,000 to support the running of the public toilets on the High Street. It was resolved to award the whole of the grant request of £1,000.
- **Village Hall Management Committee:** Grant request was for £1,344 to cover the cost of equipment hire for the halls Moviola events. Mr Lancaster commented that if profits were made at the events this would extend the life of the grant. Mr Lock proposed the grant was agreed with the proviso of urging more attractive films and promotion of the event. This was agreed by Mr Ritchie, with three abstentions. It was resolved to award the grant of £1,344.

9. Consider allocation of S106 and CIL monies: It was resolved that the remaining £4,530 S106 funding could be used by the football club towards the design/feasibility work on the new football club changing rooms. The updated S106 and CIL spreadsheet would be noted at the December Full Council Meeting.

10. Consider Clerks salary for 2018/19: The Clerk left the room at this point but Mr Oldham requested it be minuted that it was resolved the Clerk would receive an increment rise from July 2017 pending a satisfactory review.

11. Consider Budget, Precept and Action Plan for the year 2018/19: The draft Action Plan was reviewed in detail and the Clerk was requested to update and circulate in readiness for the December Full Council Meeting. The Clerk confirmed that the tax

base would not be available from SSDC until the second week of December and that the grant passed from central government would be reduced this year by 67% resulting in the grant for Milborne Port would be just £360. The Clerk stated there would be no grant in 2019/20. The budget was discussed in detail and the quote for the Parish Ranger scheme considered. It was resolved to select Option 3 for the ranger scheme at £8506.30 for the year. The budget, Action Plan and precept were considered and it was resolved to propose to Full Council a 5% increase in Precept of £72,975.

12. The date of the next Finance Committee Meeting was confirmed as **Tuesday 20th February 2017.**

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