

Hemyock Parish Council
Finance Committee Meeting
held in Forbes Lounge, Parish Hall at 10am on 12th September 2017

Subject	Action
<p>1. <u>Present</u> Mr N Punnett (Chair), Mrs H Stallard, Miss P Lawrence, Mr T Barton, Mr S Clist and Mrs D Evans (Parish Clerk).</p>	
<p>2. <u>Declarations of Interest/Dispensations</u> Mrs Stallard has a personal interest as a member of Longmead Management Committee and The Garages committee.</p>	
<p>3. <u>Minutes from previous meeting</u> PROPOSAL: The finance committee minutes of the 31st May 2017 are approved. PROPOSED: Miss Lawrence SECONDED: Mr Barton DECISION: passed (all in favour)</p>	
<p>4. <u>Matters Arising</u></p> <p>4.1 Archive Storage Facility – Miss Lawrence has visited the Heritage Centre in Exeter and spoken with experts reference creating a visitor/archive centre. In the meantime the clerk & Miss Lawrence have disposed of old planning applications and other information which is no longer required. Miss Lawrence will continue her research and establish what the procedure is for lodging and retrieving paperwork from Devon Records Office and obtain quotations for fireproof cabinets.</p> <p>4.2 Investing For Income – the clerk explained why DALC does not approve of investing for future income and referred to the Practitioner’s Guide which states councils should not have greater contingency sums than they can justify. The recent Annual Return required an explanation if councils were holding more than 3 times precept. It was agreed that funds needed to be allocated to specific future projects.</p> <p>4.3 The Garages/Longmead – the clerk confirmed that the lease agreement for The Garages included an obligation to maintain the assets and return them in no worse condition than found. PROPOSAL: The finance committee recommends to full council that it purchases external doors for The Garages to a maximum of £12,000 subject to discussion with /permission from the owner of building. PROPOSED: Mrs Stallard SECONDED: Mr Punnett DECISION: passed (all in favour) Longmead agreement has been explained in full council meeting (council has financial obligation to maintain assets or interest free loan has to be repaid in full).</p> <p>4.4 Insurance for councillors. Clerk confirmed that the insurance policy includes officials’ indemnity insurance – covering councillors acting as trustees.</p>	<p>PL</p> <p>Full council</p>
<p>5. <u>Financial Review</u></p> <p>5.1 Clerk ran through latest figures highlighting:- car park fees, including legal fees, were £2,523; the need for the BMX track to be maintained/improved needs to be budgeted for. PROPOSAL: The finance committee recommends to full council that it goes ahead with permanent tarmac solution for BMX track. PROPOSED: Mr Punnett SECONDED: Mr Barton DECISION: passed (all in favour). Mr Clist abstained. Clerk to inform Mr Povah of the recommendation before the council meeting. Once the parish council owns the car park, a budget needs to be made available for new noticeboards to provide council and visitor information.</p>	<p>Full council</p>
<p>6. <u>Grass Cutting</u> MDDC will cut the grass in the village this year. Clerk to obtain quotations from other providers.</p>	<p>Clerk</p>
<p>7. <u>Insurance</u> The broker has sent through 3 quotations for the council to consider and has recommended a particular policy. PROPOSAL: The finance committee recommends to full council that it goes ahead with the recommendation from the broker for the 3-year deal at £3,316.57</p>	

<p>PROPOSED: Mr Clist SECONDED: Mrs Stallard DECISION: passed (all in favour)</p>	
<p>8. <u>Asset Management</u> Miss Lawrence updated the group on her ideas for managing the council owned assets. It was agreed to set up a working group to discuss and formulate the plan. The working group to meet at Culm Pyne Barton on 19th September 9-11am.</p>	<p>Working group</p>
<p>9. <u>Donations/Grants</u> 9.1 Hemyock Lights Brigade – has asked for £500 to pay for coloured lights for two additional trees in the village. PROPOSAL: The finance committee recommends to full council that it donates £500 to the Lights Brigade. PROPOSED: Mr Punnett SECONDED: Mr Clist DECISION: passed (all in favour)</p>	<p>Full council</p>
<p>10. <u>Items raised by chairman</u> Nothing to report.</p>	
<p>11. <u>Items raised by councillors</u> 11.1 Car park – change to pavement – There is £5,178.18 held by DCC which must be spent by January. This could be used for changes to the footpath from Redwoods Close through the car park. Miss Lawrence is keeping the Baptist church informed. Clerk and Miss Lawrence to meet on site with a builder to obtain a quotation. 11.2 The surface of footpath through Castle Park needs attention. Miss Lawrence to provide clerk with picture and clerk to report. 11.3 The road surface where bridge meets Culmstock Road opposite Castle entrance needs attention. Mr Clist to mention when he meets with Neighbourhood Highway Officer. 11.4 Cemetery – if a funeral is taking place during the school drop off /pick-up period then the undertakers need to be made aware of potential traffic problems. It is believed that they have black cones for this purpose. Clerk to refer to cemetery representatives to consider adding to terms and conditions. 11.5 Community Land – if development takes place adjacent to cemetery and the parish council receives 3 hectares of community land it needs to communicate with the parish on the uses of that land. 11.6 The builder of the development behind Griffin Close requires suggestions of a name for the development. Mrs Stallard will liaise with builder over possible suggestions.</p>	<p>PL/Clerk PL SC Clerk HS</p>
<p>12. <u>Date of next meeting</u> Tuesday 28th November 10am Forbes Lounge.</p>	

Meeting closed at 12.00 noon

Signed.....*Date*.....