

**Hemyock Parish Council**  
**Finance Committee Meeting**  
**held at the Healthy Living & Activities Centre, Hemyock at 7.30pm on 11 July 2024**

**1. Welcome by Chairman, apologies for absence and introductions**

Councillor Lawrence (Chairman) welcomed Councillor A Doble to the meeting as a new member of the Finance Committee.

Present:

Councillors Lawrence, A Doble, Moon and Summers.  
Mrs S McGeever, Clerk.

Apologies

Apologies had been received from Councillor Talbot.

**2. Declarations of Interest/Dispensations**

None.

**3. To note and approve the minutes of the meeting on 20 March 2024**

It was RESOLVED that the minutes were a true record of the meeting on 20 March 2024.

Proposer: Councillor Moon, Seconder: Councillor Summers and unanimously agreed.

**4. Public Participation**

No members of the public were present.

**5. Matters arising**

There were no matters arising from the previous minutes.

**6. Financial Review**

**6.1** Update from Chairman on latest financial information including bank reconciliations, access to accounts and investment calendar

The accounts for 2023/24 were in the process of being closed, the internal audit carried out and the information sent for the external audit. Several updates to the figures to correctly reflect income and expenditure were required but these would not have any impact on the figures provided to the external auditor.

Information on the first three months of 2024/25 had been circulated and various reports run off from Scribe including bank reconciliations, expenditure and receipts of the first three months and the Clerk had provided an investment calendar.

**6.2** Review income and expenditure budgets for 2023/24 and the first three months of 2024/25

Councillor Lawrence felt the setting of realistic budgets to prevent the need for viring in future years was important.

Expenditure budgets for 2023/24 had been over in some areas.

The first three months of 2024/25 were currently running to budget.

### 6.3 Allocation of sinking fund(s)

Councillor Lawrence felt the setting up of the working group to review the Parish Council's assets and ongoing costs was important in setting budgets and allocating the sinking fund.

Running costs should be covered by the precept and each asset should have its own budgets for both running costs and repair/maintenance. The sinking fund was to cover any unexpected costs not those that had been included in the budget. A maintenance plan covering a 20-year period should be in place for each asset and work had started on this in 2020 but had not been concluded.

The Clerk undertook to contact several individuals who might be able to assist in this work including representatives from DALC, MDDC and local contractors. It was also noted that Councillor Povah would be able to assist.

**Action:** Clerk

Allocation of the sinking fund would be undertaken following the work on schemes of work.

It was noted the BHLAC paid a peppercorn rent.

### 6.4 Discuss future known expenditure, potential expenditure and allocate budgets

Regarding the BHLAC building, it was known maintenance work was required, some of which had been identified in 2020 and was still outstanding.

Councillor Lawrence was also concerned about the riverbank by the centre.

**Action:** Clerk to contact Connecting the Culm for advice

Several maintenance software packages had been identified and the Clerk would look at the potential costs.

**Action:** Clerk

Regarding this year, monies needed to be allocated to:

a) maintenance of the BHLAC as detailed in the 2020 report

b) maintenance of Longmead including the guttering

c) maintenance of the cemetery including the extension, new fencing, the bier house, re-positioning of the spoil tip, the hedge between Cavanna and the cemetery, new vehicular access etc.

A grant of £10,000 was in the reserves and Councillor A Doble undertook to assist Councillor Clist get quotes for the fencing.

d) War Memorial paving

Awaiting quotes from Councillor Lance.

e) Turbary entrance

The grant given to the Commons was likely to cover the cost of the improvements proposed by Councillor Moon.

f) lighting for the Parish Store

If required, it was considered that free standing battery lights would be sufficient.#

Other matters:

The Parish Council was holding £200,000 for future projects which had not yet been allocated which had come from the overage clause following planning permission on a piece of land the Parish Council had sold.

Councillor Lawrence put forward allocating some of the funds to actual future projects:

#### Open Space

£75,000 to the development of the Cavanna land  
£50,000 to the ongoing maintenance of the land

The £75,000 would come from £28,500 sitting in the Old Station Road fund and £46,500 from the £200,000.  
The £50,000 would come from the £200,000.  
This would leave the future projects fund at £103,500.

Proposal: A total of £125,000 be allocated to the Public Open Space

Proposer: Councillor Lawrence

Seconder: Councillor Summers

Decision: Unanimously agreed

**Action:** Clerk to take the recommendation to the Parish Council for approval

#### Skatepark

A further proposal was made that the allocation of £25,000 to the Skatepark come from the future projects fund. It was noted that approximately £5,000 had been spent on surveys, planning etc. The proposed site was between the MUGA and the Pavillion and CCTV covered this area.

Proposal: A total of £25,000 be allocated to the Skatepark

Proposer: Councillor Lawrence

Seconder: Councillor Summers

Decision: Unanimously agreed

**Action:** Clerk to take the recommendation to the Parish Council for approval

It was noted that several parish councils in the area had recent experience of building a Skatepark.

#### Longmead

It was also noted that a request to upgrade Longmead had been received. The work was to be carried out by volunteers but materials would need to be purchased. The proposal put forward would allow the work to be done for less than if a building company were brought in but there would still be a cost of £9000.

The Finance Committee felt that given the outlay, a business plan was required to identify how the upgrades would ultimately improve Longmead's income.

Other considerations included the potential need for planning permission, would the changes to provide a proper food outlet incur rates, insurance costs whilst the work was being undertaken, electrical checks and Food Standard Agency requirements.

**Action:** Clerk to ascertain insurance and planning implications etc

There might also be a cost towards purchase of a robot mower given that the contractor no longer wished to cut Longmead. The robot mower could not cut the whole area so there would still be a labour cost.

Ground maintenance in the village was currently piecemeal with several contractors responsible for different sections. These contractors were not willing to take on Longmead. Consideration should be given to employing a salaried person to undertake all ground maintenance in the village and consultation would take place with existing contractors.

**Action:** Clerk to prepare a grass specification

**7. Donations/Grants**

Councillor Lawrence believed that there was a grant funding policy in place but this was not currently used for handling requests.

**Action:** Clerk to investigate

**8. Insurance**

The Parish Council had reviewed its policy in 2023 and received updated quotes for the cost of replacing building etc. and thus the amounts for 2024 were considered adequate.

**9. Asset Management, Risk Assessments and Safety Checks**

The Clerk would investigate packages that were available to assist with Asset Management and review the documentation relating to risk assessments and safety checks.

**Action:** Clerk

**10. Items raised by Clerk**

None.

**11. Items raised by Chairman**

None.

**12. Items raised by Councillors**

None

**13. Date of next meeting**

The next meeting would be set in November, unless an earlier meeting is deemed necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

---