

Hemyock Parish Council
Finance Committee Meeting
held at the Healthy Living & Activities Centre, Hemyock at 7.30pm on 12 February 2025

1. Welcome by Chairman, apologies for absence and introductions

Councillor Lawrence (Chair) welcomed those present to the meeting.

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 11 July 2024

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

Proposer: Councillor Summers, Seconder: Councillor A Doble and unanimously agreed by those present at that meeting.

4. Public Participation

No members of the public were present.

5. Matters Arising

Councillor Lawrence noted that Connecting the Culm had arranged for an expert to look at the riverbank. If possible, she would be in attendance.

The Clerk advised that she was awaiting a response from CHAT.

The Clerk understood from MDDC that the car park would be re-surfaced in this financial year.

Action: Clerk

6. Financial Review

6.1 Update from Chairman on latest financial information.

The Chairman advised that the Clerk had provided financial information to be considered during the meeting.

6.2 Review income and expenditure budget

The Clerk had rectified in the idiosyncrasies in the cost codes for the year 2023-24. The Clerk had also added additional cost codes for the year 2025-26 to allow for greater analysis of costs.

Action: Councillor Summers was going to also take a look at the cost centres and codes so that none were repeated.

The reports from Scribe had been circulated to all councillors and Councillor Lawrence asked for clarification under receipts dated 1/10/24. The Clerk believed it was cemetery income but would double check.

Action: Clerk

The Clerk had highlighted that no payments had been made for the Garages insurance since 2021/22.

Action: Clerk to contact the landlord and follow up on the flood gate.

Councillor Lawrence asked the Clerk to check if the payment had been received for the flood gate at Longmead.

Action: Clerk

Councillor Lawrence referred to the April 2024 minutes and considered that the Pump should have received two payments of £600 – one the normal donation and the second to cover an increase in costs.

Action: Clerk to check and make payment

Overall, most areas had not spent their budget with two months of the year to go.

Cemetery

Work was needed to repair the Bier house and extend the path. The path should be wide enough for a hearse and include access from Cavanna. The spoil heap would need to be near the back edge.

6.3 Consider any necessary virements

The Finance Committee agreed that no virements should be made at this point in time.

6.4 Discuss future known expenditure, potential expenditure and allocate budgets

All known future expenditure had been recorded at the last meeting. No new projects had been identified.

6.5 S106 monies

Discussion was ongoing with MDDC regarding the possibility of additional funding for the trim trail.

Action: Clerk

6.6 Update on changing signatories for all bank accounts

Work was ongoing on several accounts where ID was need from council members.

Action: Clerk

6.7 Update on debit card

The Clerk was re-submitting the application.

Action: Clerk

6.8 Inventory of filing cabinets etc

The Clerk would be delivery the filing cabinet this week having picked up the files from Councillor Doble. The inventory would be produced and circulated to councillors.

Action: Clerk

6.9 Christmas lights competition

The Clerk had been contacted by two winners and, as reported at the Parish Council, one winner had requested cash. The Clerk handed £40 to Councillor Summers for delivery.

Bank details were awaited from one winner and a further notice would be put in the Pump.

6.10 Skatepark

The result of the Lottery application was awaited.

Work was ongoing on a crowdfunder page which should attract a grant from Sport England. It would assist the campaign if there was money in the account.

Timeline

1 April 2025 deposit £10,000 into Crowdfunder

1 November 2025 time limit for achieving target funding

Spring 2026 start work

The project was currently reliant on achieving a Lottery grant.

PROPOSAL: The Finance Committee recommends to the Parish Council that £10,000 is deposited into the Crowdfunding page on 1 April 2024. Decision at the March meeting.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Moon

DECISION: all in favour

6.11 Cemetery fees

Councillor Lawrence advised that Willand Hemyock were similar in their cemetery operation and for several charges they were closely aligned. However,

	Willand		Hemyock	
Internment Charges	£385 (P)	£770 (NP)	£300 (P)	£600 (NP)
Cremated Charges	£165 (P)	£325 (NP)	£175 (P)	£350 (NP)

PROPOSAL: The Finance Committee recommends to the Parish Council that the Hemyock charges are increased

Internment Charges to £360 and £720 respectively and

Cremation Charges to £200 and £400 respectively.

PROPOSER: Councillor Summers

SECONDER: Councillor Doble

DECISION: all in favour

6.12 Ground maintenance

The setting up of the spreadsheet of hourly rates was ongoing

6.13 Village maintenance

The Parish Council had made increases to the hourly rates for village maintenance.

6.14 Building maintenance

The project to have clear building maintenance schedules/schemes of work was ongoing.

The buildings had been assessed for rebuild costs in 2020 and again in 2024 given the significant rise in building costs and there would be a further increase in 2025.

PROPOSAL: For insurance purposes, the Finance Committee recommends to the Parish Council that the rebuild costs are increased by 10-15% in 2025.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

DECISION: all in favour

6.15 Funding of Longmead (MUGA lights and re-surfacing)

The Parish Council had received a quote of £240.00 per light making a total of £1920 for the eight lights. Given the Health & Safety aspects with regard to playing on the surface and the water damage to the lighting boxes, the Finance Committee considered the work should be carried out as soon as possible. The cost represented the cost of the lights, there would be no labour costs.

The cost of resurfacing the MUGA was approximately £65,000 and it was believed grants were available. The footballers had been consulted on extending the MUGA and wished it to remain at its current size.

Once resurfaced, it was hoped it could be used for other sports.

The possibility of the school being able to use it was considered a positive step. The school had requested the use of Longmead for Sports Day.

It was felt the school should be invited to the Annual Parish Meeting.

6.16 CCTV at BHLAC

Councillor Lawrence noted that the BHLAC had provided three quotes and completed all the paperwork with regard to having CCTV cameras in operation. Protecting the building was a positive action.

PROPOSAL: The Finance Committee recommends to the Parish Council that Quote A at £1850 plus VAT be chosen to install CCTV cameras at the BHLAC.

PROPOSER: Councillor Lawrence

SECONDER: Councillor Summers

DECISION: all in favour

7. Donations/Grants – consider any donation requests

A request for a donation towards the cost of memorabilia for the VE Day 80 celebrations had been received from the Royal British Legion.

A special union flag	£37.33	
Two lengths of special bunting (2x£16.95)	£33.90	
A special old style oil lamp	£55.00	Total £126.23

PROPOSAL: The Finance Committee recommends to the Parish Council that a grant of £126.23 be given to the Royal British Legion

PROPOSER: Councillor Summers

SECONDER: Councillor Moon

DECISION: all in favour

8. Asset Management & Risk Assessment

The Asset Management & Risk Assessment would be considered at the next meeting.

9. Items raised by Clerk

None

10. Items raised by Chairman

Councillor Lawrence raised the Memorandum of Understanding relating to the web cameras monitoring the flood water.

It was important that the Parish Council understood the costs going forward:

Action: Clerk to contact Vision Link Ltd to understand the costs of the SIM fee, insurance and WIFI together with ongoing maintenance costs and report back to the next meeting.

11. Date of the Next Finance Meeting

30 April 2024

Signed: _____ Date: _____
Chairman