



SPEEN PARISH COUNCIL
MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON MONDAY 20TH JANUARY 2020 AT SPEEN PAVILION, SPEEN RECREATION GROUND STARTING AT 7.00 P.M.

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| Present | Parish Councillors | Cllr Black (Chair), Cllr Hargrave (Vice-Chair) Cllr Amirtharaj, Cllr Dudman |
| | WBDC Councillor/Employee | None |
| | Members of the Public/Parish Residents | None |
| | Clerk & RFO | Jean Lindsay |

Meeting started at 7.00pm

Open Session: No Parishioners present

1. **Apologies:** None
2. **Declarations of Interest:** None Declared

| Resolution | Item | Action |
|------------|--|--------|
| Resolved | <p>3. Minutes – to consider approve and sign the Minutes of the F&GP Committee held on 16-12-19 (draft)</p> <p>Proposer: Cllr Dudman Seconder: Cllr Hargrave All in Favour:</p> <p>4. Budget Forecast to Year End 2019/20 – to review forecast spend for Q4 and consider transfer of reserves to cover overspend</p> <p>The Clerk advised based on the current forecast for the remainder of 2019/20 there would be a budget overspend of approximately £4300. This overspend has arisen due to a significant increase in play equipment repairs over those budgeted for.</p> <p>The Clerk asked Councillors to consider the transfer of reserves to cover this overspend.</p> <p>Cllr Amirtharaj felt that reserves should not be used for this purpose and that the Council would recoup this overspend during 2020/21.</p> <p>Cllr Dudman agreed that in a commercial environment this would be acceptable however he stated that as the overspend was due to play equipment replacement SPC reserves should be used.</p> <p>All Committee members agreed in principle to the transfer of reserves.</p> <p>The Clerk recommended the final decision be deferred to the next Committee meeting. All Committee members agreed.</p> <p>Clerk to present updated 2019/20 expenditure at next meeting.</p> | Clerk |

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5. SPC CIL Monies & Earmarked Reserves – to discuss projects to be assigned to CIL Monies and/or Earmarked Reserves, timescales and agree priorities

The Clerk advised CIL monies were available for Speen and Woodspeen.

Items on the inspection report of Speen Pavilion carried out by Cllr Black and Cllr Dudman were discussed in order to separate them into general maintenance covered by SPC budget and improvements eligible for CIL and earmarked reserves. *See supplementary document to minutes for details.*

Cllr Dudman advised it appeared from information received from Savills the potential position of a new salt bin on Hill Road would be on land owned by Thames Water. Cllr Dudman will seek permission from Thames Water.

The Committee reviewed the Parish Improvements Plan and in principle allocated potential projects to reserves as follows:

Stockcross – Earmarked Reserves

- Recreation Ground Footpath
- Recreation Ground New Pavilion
- Play Equipment
- Salt Bin
- Additional Dog Bin
- Telephone Box Re-Painting

Marsh Benham – Earmarked Reserves

- Play Equipment

Speen – CIL Monies

- Speen Pavilion Improvements/Upgrade
- Play Equipment
- Street Lighting LED Replacement
- Salt Bin
- Additional Dog Bins
- New Notice Board

Woodspeen – CIL Monies

- Salt Bin
- New Notice Board

Tree Planting – Woodland Trust Grant

The final decision regarding allocation of reserves to be proposed at the next Committee meeting

Cllr Black and Clerk to start obtaining quotes for Speen Pavilion

6. SPC Policies

6.1 Safeguarding Policy

Proposal: To recommend to Full Council that SPC Safeguarding Policy be approved

Proposer: Cllr Black
 Seconder: Cllr Dudman
 All in Favour

Cllr
 Dudman

Cllr Black
 /Clerk

Resolved

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| <p>Resolved</p> | <p>6.2 Equal Opportunities Policy</p> <p>Proposal: To recommend to Full Council that SPC Equal Opportunities Policy be approved</p> <p>Proposer: Cllr Dudman Seconder: Cllr Hargrave All in Favour</p> <p>7. Tennis Club Lease – update from Clerk</p> <p>The Clerk advised she had received several forms from Fields in Trust via the solicitor that required completion to obtain their approval of the lease. Clerk to progress.</p> <p>8. Transfer of SPC Reserves to Savings Account</p> <p>The Clerk advised no further progress.</p> <p>9. Fixed Asset Register</p> <p>The Clerk advised the register was now complete with up to date replacement costs.</p> <p>The Committee asked if the Lucy Phillips memorial bench should be added to the register. Clerk will discuss with Cllr Phillips and action accordingly.</p> <p>Proposal for approval of Fixed Asset Register to be added to next Committee meeting Agenda.</p> <p>10. SSE Business Energy Speen Pavilion</p> <p>The Clerk advised that credits and revised billing had been received from SSE and a refund of £140 had been received.</p> <p>Clerk to pursue changing meter to smart meter.</p> <p>11. Health & Safety – items not covered elsewhere on this Agenda</p> <p>None Raised</p> <p>12. Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by Clerk)</p> <p>None</p> <p>13. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>The Chair Cllr Black agreed for the following items to be raised:</p> <p>The Clerk advised that Cllr Steve Masters was interested in joining SPC and his co-option would be added to the Agenda for the next Full Council meeting in February.</p> <p>Cllr Black advised that Sutton Hall were in need of a re-design/new website and asked if they would be eligible for a grant from SPC. The Clerk advised they should write to her with details of their requirements at which time their eligibility would be considered.</p> <p>Cllr Hargrave advised he had met with the new PCSO Phil Lewis who would be attending the next Full Council meeting.</p> <p>14. Date of Next Meeting: Thursday 27th February 2020</p> <p>15. Exclusion of Press and Public</p> <p>No vote required as no PART II items to consider</p> <p>The meeting closed at 9.19pm</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
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| Signed: | Name (print): Position: | Date: |
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Abbreviations used:

- SPC = Speen Parish Council
- SSDCF = Speen, Shaw and Donnington Community Forum
- WBDC = West Berkshire District Council
- EM = Extraordinary Meeting
- ACV = Asset of Community Value
- ToR = Terms of Reference

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