



SPEEN PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING
HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON THURSDAY 9TH NOVEMBER 2023
STARTING AT 7PM

Parish Councillors present	Clive Hunt (Chair), Ian Wilson (Vice Chair), Jeanette Clifford
In Attendance	No Members of the Public present
Clerk & RFO	Jean Lindsell & Becki Hannington

Resolution	Item	Action
Resolved	<p>1. Apologies: Cllr Gourley</p> <p>2. Declaration of Interests - None declared</p> <p>3. Open Session – no Members of the Public present</p> <p>4. Minutes – to approve the Minutes of the Finance Committee held on 06-09-23 (draft) Proposer: Cllr Wilson Seconder: Cllr Hunt Abstention: 1 In Favour: 2</p> <p>5. To discuss any matters arising from the previous meeting Cllr Wilson confirmed the tree surgery to the Lime trees at Marsh Benham had been completed. The bank mandate variation forms were duly signed by Cllr Hunt and Cllr Wilson.</p> <p>6. Financial Report</p> <p>6.1 Bank balance as at 31-10-23 was reported as £74,196.47</p> <p>6.2 To retrospectively note payments for September and October 2023 Duly noted by all members of the Committee.</p> <p>6.3 To Review Finance Reports to 30-09-23 Reports duly noted by all members of the Committee Cllr Hunt confirmed the Bank Reconsolidation Verification for September had been signed off with no exceptions.</p> <p>6.4 To Review Finance Reports to 31-10-23 Reports duly noted by all members of the Committee Cllr Hunt confirmed the Bank Reconsolidation Verification for October had been signed off with no exceptions.</p> <p>6.5 To Review Budget v Actual Report Q2 Cllr Clifford queried why expenditure under General Maintenance did not follow a quarterly pattern. The Clerk advised as General Maintenance covered play equipment and all other assets expenditure occurred as and when any repairs or maintenance were required. Report duly noted by all members of the Committee</p> <p>7. Finance Committee Terms of Reference</p>	

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Resolved	<p>Proposal: To agree amendments to Finance Committee ToR and recommend to Full Council for approval</p> <p>Proposer: Cllr Wilson Seconder: Cllr Hunt All in Favour</p>	
Resolved	<p>8. Policies and Procedures</p> <p>8.1 Disciplinary Policy and Procedure</p> <p>Proposal: To agree new Disciplinary Policy and Procedures and recommend to Full Council for approval</p> <p>Proposer: Cllr Clifford Seconder: Cllr Wilson All in Favour</p>	
Resolved	<p>8.2 Grievance Policy and Procedure</p> <p>Proposal: To agree new Grievance Policy and Procedures and recommend to Full Council for approval</p> <p>Proposer: Cllr Wilson Seconder: Cllr Clifford All in Favour</p>	
Resolved	<p>8.3 Sickness Policy and Procedure</p> <p>Proposal: To agree new Sickness Policy and Procedure and recommend to Full Council for approval</p> <p>Proposer: Cllr Clifford Seconder: Cllr Wilson All in Favour</p> <p>9. WBC Libraries – to consider request for contribution to WBC Libraries and agree proposal to be presented to Full Council</p> <p>Cllr Clifford advised the libraries provided invaluable services to the community above and beyond the statutory provision funded by WBC and any contribution was for these additional services. Cllr Clifford acknowledged the Council’s previous contribution had been £1293 ring fenced for the mobile library but suggested consideration be given to making a contribution of £1 per parish resident on this occasion but noted that it appeared mobile library usage had declined compared to the at home service.</p> <p>The Clerk advised any contribution could be funded from S137 which had an underspend of £1060 for 2023/24 and any further contribution be made from unallocated reserves.</p> <p>Cllr Hunt felt the libraries offered a beneficial service but expressed concern that if a further contribution was made the Council would be committed to continue doing so in future years.</p> <p>The Clerk confirmed the Council was under no obligation to continue making contributions.</p> <p>Cllr Wilson expressed his support for the libraries and suggested presenting a proposal to Full Council to contribute £2476 (£1 per resident based on data provided by WBC Libraries) ring fenced for the mobile library and the at home service funded from S137 £1060 and unallocated reserves £1416.</p> <p>All members of the Committee agreed</p> <p>Proposer: Cllr Wilson Seconder: Cllr Clifford All in Favour</p>	



Resolved	<p>and costs could be higher to convert to LED.</p> <p>Vote to extend meeting over 2.5 hours to ensure all items of the Agenda considered.</p> <p>Proposer: Cllr Wilson Seconder: Cllr Hunt All in Favour</p> <p>The Clerk further advised that structural testing of steel columns was recommended after 15 – 20 years of age and there were no records available to indicate the age of the lights or any evidence of any previous testing being carried out together with visual inspection of concrete columns.</p> <p>Cllr Clifford felt the Council had a duty of care to ensure this testing was carried out as soon as possible.</p> <p>Cllr Hunt expressed concern regarding the potential for significant costs if any tests were to fail resulting in the replacement of columns and asked for clarification as to how many would require testing.</p> <p>Following further discussion it was agreed:</p> <p>Clerk (Becki Hannington) to further investigate age of street lights, confirm number of steel and concrete columns and obtain costs for structural testing.</p> <p>Clerk (Becki Hannington) to obtain cost for replacement of 2 x post top 35w SOX to LED.</p> <p>Clerk (Jean Lindsell) to revise draft budget when all costs obtained to be presented to Committee at the next meeting on 13th December.</p> <p>Cllr Clifford asked for consideration to be given for the inclusion of an amount for future planning in the budget in light of diminishing unallocated reserves and the potential for increased costs relating to street lighting maintenance.</p> <p>The Committee agreed to address this at the next meeting.</p> <p>10.4 2024/25 Precept – to consider level of Precept required</p> <p>The draft precept was reviewed by the Committee and it was agreed to defer further discussion until the revised budget was presented at the next meeting.</p> <p>11. Speen Recreation Ground</p> <p>Proposal: To approve quotation for removal of hedge encroaching on parishioners garden fence at a cost of £281 +VAT</p> <p>Proposer: Cllr Clifford Seconder: Cllr hunt All in Favour</p> <p>12. Speen Pavilion Defibrillator – update from Clerk</p> <p>The Clerk advised the defibrillator at Speen Pavilion was being installed on 15th November.</p> <p>The Clerk further advised on the requirement for adequate lighting to enable easy identification of the defibrillator in darkness and signage indicating its location. The Clerk added the existing light had an external sensor which appeared to be tampered with resulting in the light not working.</p> <p>Clerk (Becki Hannington) to investigate options regarding lighting and obtain costs.</p> <p>Clerk (Becki Hannington) to purchase required signage.</p> <p>13. Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent – none raised</p> <p>14. Date of Next Meeting – 13th December 2023</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	The meeting closed at 9.50pm	
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Signed:	Name (print):	Date:
	Position:	

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