



SPEEN PARISH COUNCIL
MINUTES OF THE FINANCE & HR COMMITTEE MEETING
HELD AT SPEEN PAVILION SPEEN RECREATION GROUND ON WEDNESDAY 7TH AUGUST 2024
STARTING AT 7PM

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| Parish Councillors present | Charlotte Winton, Stuart Gourley and Sasikumar Sadagopan |
| In Attendance | No Members of the Public present |
| Clerk & RFO | Becki Hannington |

| Resolution | Item | Action |
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| | <p>1. Election of Chair - to elect the Chair of the Finance and HR Committee for 2024/25</p> <p>Proposal: To elect Cllr Gourley as Chair of the Finance and HR Committee for 2024/25: Proposer: Cllr Gourley Seconder: Cllr Sadagopan All in favour.</p> <p>Cllr Gourley was duly appointed as Chair of the committee for 2024/25.</p> <p>2. Election of Vice Chair - to elect the Chair of the Finance and HR Committee for 2024/25</p> <p>Proposal: To elect Cllr Winton as Vice Chair of the Finance and HR Committee for 2024/25: Proposer: Cllr Winton Seconder: Cllr Sadagopan All in favour.</p> <p>Cllr Winton was duly appointed as Vice Chair of the committee for 2024/25.</p> <p>3. Apologies: Cllr Philip & Cllr Amirtharaj.</p> <p>4. Declaration of Interests - None declared.</p> <p>5. Open Session – No members of the public present.</p> <p>6. Minutes – to approve the Minutes of the Finance Committee held on 13-03-24 (draft) Proposal: to approve the Minutes of the Finance Committee held on 13-03-24 (draft):</p> <p>Proposer: Cllr Winton Seconder: Cllr Gourley All In Favour.</p> <p>7. To discuss any matters arising from the previous meeting - No matters to discuss.</p> <p>8. Financial Report</p> <p>8.1 Bank balance as at 30-06-24 was reported as £49,985.21. The bank balance was duly noted by all members of the committee.</p> <p>8.2 To retrospectively note payments for March, April, May and June 2024. March, April, May and June payments duly noted by all members of the committee.</p> <p>8.3 To Review Finance Reports to 31-03-2024</p> | |

Page approved by (initials) and date:



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| <p>Reports duly noted by all members of the committee.</p> <p>8.4 To Review Finance Reports to 30-04-2024</p> <p>Reports duly noted by all members of the committee.</p> <p>8.5 To Review Finance Reports to 31-05-2024</p> <p>Reports duly noted by all members of the committee.</p> <p>8.6 To Review Finance Reports to 30-06-2024</p> <p>Reports duly noted by all members of the committee.</p> <p>8.7 To review Budget v Actual Report (Q1 – 2024)</p> <p>Report duly noted by all members of the committee.</p> <p>9. Internal Financial Controller – To appoint the Internal Financial Controller for 2024/25</p> <p>Proposal: to appoint Cllr Winton as the Internal Financial Controller for 2024/25:</p> <p>Proposer: Cllr Gourley Secunder: Cllr Sadagopan All in Favour.</p> <p>Cllr Winton was duly appointed as the Internal Financial Controller for 2024/25.</p> <p>10. Policies and Procedures</p> <p>10.1 Equal Opportunities Policy</p> <p>Proposal: To agree amendments to the Equal Opportunities Policy and recommend to Full Council for approval.</p> <p>Proposer: Cllr Sadagopan Secunder: Cllr Winton All in Favour.</p> <p>10.2 – Grant Aid Awarding Policy</p> <p>Proposal: To agree amendments to the Grant Aid Awarding Policy and recommend to Full Council for approval.</p> <p>Proposer: Cllr Sadagopan Secunder: Cllr Winton All in Favour.</p> <p>10.3 – Health and Safety Policy</p> <p>Proposal: To agree amendments to the Health and Safety Policy and recommend to Full Council for approval.</p> <p>Proposer: Cllr Sadagopan Secunder: Cllr Winton All in Favour.</p> <p>10.4 Internal Audit Policy</p> <p>Proposal: To agree amendments to the Internal Audit Policy and recommend to Full Council for approval.</p> <p>Proposer: Cllr Sadagopan Secunder: Cllr Winton All in Favour.</p> <p>10.5 Investment Strategy</p> <p>Proposal: To agree amendments to the Investment Strategy and recommend to Full Council for approval.</p> | |
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Proposer: Cllr Sadagopan
Seconder: Cllr Winton
All in Favour.

10.6 – Reserves Policy

Proposal: To agree amendments to the Reserves Policy and recommend to Full Council for approval.

Proposer: Cllr Sadagopan
Seconder: Cllr Winton
All in Favour.

10.7 – Safeguarding Policy

Proposal: To agree amendments to the Safeguarding Policy and recommend to Full Council for approval.

Proposer: Cllr Sadagopan
Seconder: Cllr Winton
All in Favour.

11 Speen & Stockcross Play Areas – To review quotes for repairs to play areas in Speen and Stockcross picked up on the last RoSPA Inspection.

Proposal: To approve the quotes for the play area repairs from CJM Services as follows:

Speen: Toddler play area gate, Multiplay Junior surface (option 2), Multiplay junior & toddler swing seat at a cost of: £2,519 + VAT.

Stockcross: Rotator Pole, Cableway, Cableway Ramp & Junior Swing at a cost of £926 + VAT.

Stockcross (High Risk RoSPA): To approve swing log change at a cost of £749 +VAT.

Proposer: Cllr Gourley
Seconder: Cllr Sadagopan
All in Favour.

12 Speen Pavilion Hire - To review current hire costs and payment T&C's for the hire of Speen Pavilion and agree any amendments to current rates and payment conditions and recommend to Full Council for approval.

Proposal: To increase the hire rates of Speen Pavilion to £10p/h (resident) & £15p/h (non-resident) with a minimum of 2 hour booking with immediate effect.

Proposer: Cllr Gourley
Seconder: Cllr Sadagopan
All in Favour.

Clerk to advertise hire of Speen Pavilion on SPC website.

Proposal: To approve the amendments to the Speen Pavilion Hire Payment Terms changing the chargeable cancellation period to 14 days (100%) with effect for all new bookings going forwards. Also to change the terms for payment to be made at the time of booking to secure booking.

Proposer: Cllr Gourley
Seconder: Cllr Sadagopan
All in Favour.



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| | <p>Conversation had around the spec of the building and how it needs to be made welcoming and more attractive for users, particularly windows that open out onto the rec. Cllr Gourley suggested an options paper – basic refit (new windows, shutters, etc), or extend and refurb or demolish and rebuild.</p> <p>Need to focus on Speen Pavilion as a one SPC project for all to focus on. Pavilion has potential to be a great community space and attract users from around the parish (particularly from the new developments). Speen Pavilion has a great advantage of outside space and parking.</p> <p>Clerk to add to next FC meeting once the new Cllr's are co-opted to get the project started.</p> <p>13 Committee Meeting Dates– To agree future meeting dates of the committee: Future meeting dates were agreed by the committee as follows: Wednesday 25th September 2024 Wednesday 27th November 2024 Wednesday 18th December 2024 Wednesday 22nd January 2025 (if required for budget purposes) Wednesday 26th February 2025</p> <p>14 Matters for information only arising after the preparation of the agenda which the Chair agrees to take as urgent.</p> <p>None to discuss.</p> <p>15 Date of Next Meeting – Wednesday 25th September 2024.</p> <p>Cllr Gourley closed the meeting at 20:30</p> | |
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| Signed: | Name (print): | Date: |
| | Position: | |

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