



# The Beaudesert & Henley-in-Arden Joint Parish Council

*Working for the Benefit of the Residents of Henley-in-Arden*

Clerk : Gill Peacock email : [clerk@henley-in-arden-pc.gov.uk](mailto:clerk@henley-in-arden-pc.gov.uk)

Tel: 01564 795499 or 01926 814491

IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Finance Sub-Committee Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 30<sup>th</sup> September 2019 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Elaine Field (Chair), Ray Evans, Liz Jackson, Alistair Price and Sally Harfield

## Public Participation Session

- There was one member of the public present.

*Pause for a few members to allow members of the public to leave the meeting if they wish to do so.*

### 1 Apologies for absence and acceptance of apologies

The Clerk confirmed that no apologies had been received.

### 2 Declarations of Interest and Dispensations

No Interests were declared.

### 3 Minutes of the Finance Sub-Committee meetings held on 3<sup>rd</sup> June and 15<sup>th</sup> July 2019 to be approved and signed.

It was RESOLVED that the Minutes of the JPC finance meeting held on 3rd June 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Ray Evans and carried unanimously by all those present at the meeting. It was also RESOLVED that the Minutes of the JPC finance meeting held on 15<sup>th</sup> July 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Elaine Field, seconded by Cllr Ray Evans and carried unanimously by all those present at the meeting.

### 4 Asset & Risk Register

The Clerk confirmed that copies of the Asset & Risk Register were available on the JPC web site and had been updated.

### 5 To discuss and, if appropriate approve, expenditure of £339.00 excl. VAT for the AdvantEDGE Finance system, Band 3 on a five-year contract.

- The Clerk confirmed that she had received and circulated a proposal she had received from Edge IT.
- Following a discussion, it was RESOLVED to instruct Edge IT to progress the proposal. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Elaine Field and carried unanimously.

### 6 To discuss and, if appropriate approve, expenditure of £461.50 excl. VAT for AdvantEDGE set up and configuration service, training and Online training.

- The Clerk confirmed that she had received and circulated a proposal she had received from Edge IT.
- Following a discussion, it was RESOLVED to instruct Edge IT to progress the proposal. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Elaine Field and carried unanimously.

### 7 To discuss and, if appropriate approve, expenditure of £1,660 plus VAT for various tree works at the Riverlands Open Space area.

- The Clerk confirmed that she had received and circulated a proposal she had received from T Mousley & Sons.
  - Following a discussion, it was agreed that the Clerk obtain a second quote for works to a Silver Birch Tree and a Bird Cherry in the Riverlands area and she would circulate the quote to Cllrs when received.
- 8 To discuss a Memorial to the late Cllr Goodman.**
- Cllr Hubbocks advised that he had been in touch with Mrs Goodman and it was agreed to defer this item for the future because it was too early to consider at the present time.
- 9 To discuss whether the JPC would consider financially supporting the UBUS Service and if so, agree a suitable amount of no more than £500.00.**
- Cllr Hubbocks advised that the UBUS service was invaluable, particularly to the more senior members of the parish. Cllr Evans and Cllr Field advised that the service was now advertised on the JPC web site and Facebook pages.
  - **Following a discussion, it was RESOLVED to support the UBUS Service with a donation of £500.00 which would be taken out of the Mini Grant budget. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Evans and carried unanimously.**
- 10 To discuss the siting of a tank on the North side and a second standpipe on the South side of the Allotments and if appropriate purchase & install at a cost of £420.00. To discuss the purchase of a strimmer to replace the one which was stolen at a cost of no more than £125.00. To discuss raising the rental charge of the Allotment Gardens to £20.00 for half a plot and £40.00 for a full plot.**
- Cllr Hubbocks reported that the JPC had received complaints about the distance allotment holders had to walk with buckets of water to their plots. Cllr Hubbocks suggested that instead of installing a tank on the North side, it would be preferable to have three collection points on both the North and South Sides of the allotments.
  - Cllr Hubbocks went on to say that he had also received complaints about the amount of water some allotment holders used, and he thought that it would be fairer if the water charges were paid by the allotment holders rather than having them amalgamated with the allotment rents as at present. The water charges would be divided between the plot holders on the North and South side when the meter readings are taken in Bear Lane and the North and South sides.
  - Following a discussion, it was agreed to ask Jon Vale to estimate the cost of installing a standpipe at no more than a cost of £300.00. If the estimated cost is more than £300.00, this item will be deferred until the next finance meeting.
  - Cllr Hubbocks advised that Nick Haycock had been given an industrial strimmer and it was agreed that Cllr Hubbocks liaise with Nick Haycock regarding its suitability.
  - Cllr Hubbocks proposed that the rental charges of the plots be increased to £38.00 from £36.00 for a full plot and £20.00 from £18.00 for a half plot. It was agreed that the JPC should liaise with the allotment holders regarding the proposed increase in rent. It was also agreed that the Clerk find out how much Wootton Wawen and Bearley Allotment Holders paid in rental charges.
  - **These motions were proposed by Cllr Hubbocks, seconded by Cllr Field and carried unanimously.**
- 11 To discuss and if appropriate, approve expenditure on a new grit bin at a cost of £148.19 plus VAT to be sited on the verge of the Medical Centre Car Park.**
- **Following a brief discussion, it was RESOLVED to purchase a new Grit Bin to be installed on the verge of the Medical Centre Car Park. This motion was proposed by Cllr Field, seconded by Cllr Hubbocks and carried unanimously.**
- 12 To discuss and, if appropriate, approve expenditure of £3,500-4,000 for a Sports & Play Consulting business to write the tender, manage & oversee the Riverlands Play Area project.**
- Cllr Field reported that she had received a quote from Mr Michael Carter who was the MD of Sports & Play Consulting. She went on to say that the Play Area was well used, however, there was a limited attraction to the area currently and it needed to be improved. Following a discussion, it was agreed to defer this item.
- 13 To discuss the siting of two litter bins in the Skateboard Park and if appropriate, approve expenditure of £350.00 per bin and £111.86 (plus VAT) for each bin to be emptied by SDC.**

- The Clerk advised that she had received an email from Mr Peter Crathorne who had advised that he would be responsible for emptying the litter bins at no cost.
- **Following a brief discussion, it was RESOLVED to purchase two litter bins for the Skateboard Park. This motion was proposed by Cllr Jackson, seconded by Cllr Field and carried unanimously.**

**14 To discuss the ongoing maintenance of the Churchyard by WVMCRC and to consider formally gifting the garden machinery which was purchased last month to WVMCRC and discuss the replacement of the grass verges in Henley with wild-flower verges.**

- **Following a discussion, it was RESOLVED that the JPC would gift the garden machinery to WVMCRC. It was also agreed to defer the replacement of grass verges with wildflower verges. These motions were proposed by Cllr Price, seconded by Cllr Hubbocks and carried unanimously.**

**15 To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the attached Finance Report.**

- a. The Clerk confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. She went on to say that the details of the payments and balances were available to see on screen. The Clerk confirmed that the current balances as at 30<sup>th</sup> September 2019 were Treasurers Account: £62,435.18 and the Deposit Account was £45,514.21. The Clerk confirmed that there were invoices which required approval for Jon Vale for an amount of £1,736.10, Came & Company for £2,170.19 for the JPC annual insurance costs, PKF Littlejohn for £480.00 for the External Audit and Peter Lowe for £225.00 for acting as the Car Park consultant. Cllrs noted the Report. Cllr Field agreed to make the above payments and she advised that she would need to transfer funds from the JPC deposit account to the current account to cover future invoices. Cllr Field confirmed that she and Cllr Hubbocks had checked the invoice from Jon Vale and to the best of their knowledge the work had been carried out.
- b. **It was RESOLVED to approve the above payments and transfer funds to cover future invoices. These motions were proposed by Cllr Field, seconded by Cllr Roger Hubbocks and carried unanimously.**

**16 Items for private session**

*Under Section 1, Sub Section, 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information that the public be temporarily excluded and they are instructed to withdraw. There needs to be a resolution at the meeting for items to be discussed in private session*

DRAFT