



The Beaudesert & Henley-in-Arden Joint Parish Council

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

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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, 21st October 2019 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Ray Evans (Chair), Marijana Bainbridge, Jem Jones, Roger and Val Hubbocks and Chris Duffin.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

The Chairman requests all mobile phones are switched to silent mode.

Public Participation Session

- There was one member of the public present.
- A Parishioner suggested that the Town Notice Board on the side of St. John's Church could be used as a memorial to Les Goodman, in consultation with Mr Goodman's family and requested that the provision of a Notice Board on the side of the Church be held in abeyance.

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**
Apologies were received and accepted from Cllr Elaine Field. In the absence of Cllr Field, Cllr Ray Evans agreed to act as Chair for the Finance Sub-Committee Meeting.
- 2 Declarations of Interest and Dispensations**
Cllr Bainbridge declared an interest in Item 9 as her husband had an allotment.
- 3 Minutes of the Finance Sub-Committee meeting held on 30th September 2019 to be approved and signed.**
It was RESOLVED that the Minutes of the JPC finance meeting held on 30th September 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Evans, seconded by Cllr Roger Hubbocks and carried unanimously by all those present at the meeting.
- 4 Asset & Risk Register**
 - The Clerk reported that Cllr Field and herself were due to meet to go through items on the Asset Register and Risk Register on 28th October and would report to the next Finance meeting.
- 5 To add the Vice-Chair of the JPC as an additional signatory to the Lloyds Bank accounts.**
 - **Following a discussion, it was RESOLVED that Cllr Chris Duffin be approved as a new signatory on the Lloyds Accounts. This motion was proposed by Cllr Evans and seconded by Cllr Jones and carried unanimously.**
- 6 To discuss the new fee for monthly payroll services for one employee at £120 a year and includes Full Payment Submission (FPS) to HMRC.**
 - The Clerk reported that she had received an email from Diane Malley, the lady who does the payroll advising that her charges would be increasing from April 2020. Cllr Roger Hubbocks asked what the current payment was to Mrs Malley and the Clerk confirmed that it was £84.00 pa. Following a brief discussion, it was RESOLVED that the increase in payment was acceptable. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Duffin and carried unanimously.

- 7 Update on AdvantEDGE Finance system, Band 3 on a five-year contract.**
- The Clerk advised that that the JPC had paid the invoices for Edge IT, in accordance with the resolution last month. However, the Clerk was wondering whether it would be better to wait until a new Clerk was appointed before commencing with the new system. Following a discussion, it was agreed that the Clerk commence training and would update the Finance system, transferring all the relevant documentation from QuickBooks to the Edge IT system.
- 8 To discuss and, if appropriate approve, expenditure, or part thereof of £1,660 plus VAT for various tree works at the Riverlands Open Space area - update.**
- The Clerk reported that she had telephoned and emailed the alternative Contractors that had been sent to her, however, she had not received a reply from either one. **Following a discussion, it was RESOLVED to instruct T Mousley & Sons to carry out the tree work to two Field Maples, at a cost of £600.00 plus VAT. This motion was proposed by Cllr Jones, seconded by Cllr Bainbridge and carried unanimously.**
- 9 To discuss the provision of three collection points for water on the Allotments at a cost of no more than £316.00. To discuss raising the rental charge of the Allotment Gardens to £20.00 for half a plot and £38.00 for a full plot. – update.**
- Cllr Hubbocks reported that he had received a quote from Jon Vale, who had said that the price for the installation of water pipes and three standpipes at the allotments would be £263.59 + vat, totalling £316.30. Mr Vale had also allowed 6 hrs @ £18 /hr in the price for fetching and fitting the pipe work and he advised that the labour price will be lower if he can get the job done quicker.
 - Following a discussion, it was RESOLVED that the Clerk instruct Mr Vale to carry out the work at the allotments. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Evans and carried unanimously. It was also agreed that Cllr Roger Hubbocks liaise with Nick Haycock in respect of arranging a meeting of the Allotment Association when he would talk to the allotment holders about the proposed increase in the allotment rents for 2020 and charge for water separately.**
- 10 To discuss the engagement of Peter Lowe, Car Park Consultant at a rate of no more than £1,400.00 and £90.00 per hour for additional administration work.**
- Cllr Evans advised that since the last JPC meeting the Clerk had been in contact with Peter Lowe, who was a Car Park Consultant. Mr Lowe had indicated that he charges £695.00 per day, inclusive of travel, however, he had also suggested that a facetime meeting could also be arranged, which would keep the costs down for the JPC.
 - Cllr Jones said that he recommended that Peter Lowe be instructed to provide a car park strategy based on his experience in the industry. **Following a discussion, it was RESOLVED that the Clerk contact Mr Lowe to arrange an initial facetime meeting and to discuss a strategy going forwards. This motion was proposed by Cllr Evans, seconded by Cllr Duffin and carried unanimously.**
- 11 To discuss the siting of two litter bins in the Skateboard Park and if appropriate, approve expenditure of £280.73 per bin and £413.20 (plus VAT) for a re-cycling bin.**
- The Clerk reported that she had carried out some research since the last JPC meeting and the prices for metal bins at the Skateboard Park totalled £693.93 plus VAT.
 - Following a discussion, it was agreed that the Clerk continue to look at the costs of providing re-cycling bins from SDC and she would report back to the next Finance meeting.
- 12 To discuss the replacement of the grass verges in Henley with wild-flower verges.**
- Cllr Bainbridge reported that she had received a response from WCC regarding her enquiry to them regarding wildflower verges. WCC had confirmed that they were currently reviewing their verge management policies, as there was a growing focus on this issue. WCC requested the JPC to send them proposals, they would look at the practicalities of the sites and the safety aspects.
 - Cllr Duffin said that she had a box of seeds, if the JPC could use them.
- 13 To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the attached Finance Report.**

- 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. The Clerk confirmed that the current balances as at 21st October 2019 were Treasurers Account: £14,551.08 and the Deposit Account was £84,516.60. The Clerk confirmed that there were invoices which required approval for Jon Vale for an amount of £1,619.40 and T Mousley for £774.00. Cllrs noted the Report. Cllr Hubbocks confirmed that he had checked the invoice from Jon Vale and to the best of his knowledge the work had been carried out.
- **It was RESOLVED to approve the above payments. This motion was proposed by Cllr Jones, seconded by Cllr Bainbridge and carried unanimously.**

14 Items for private session

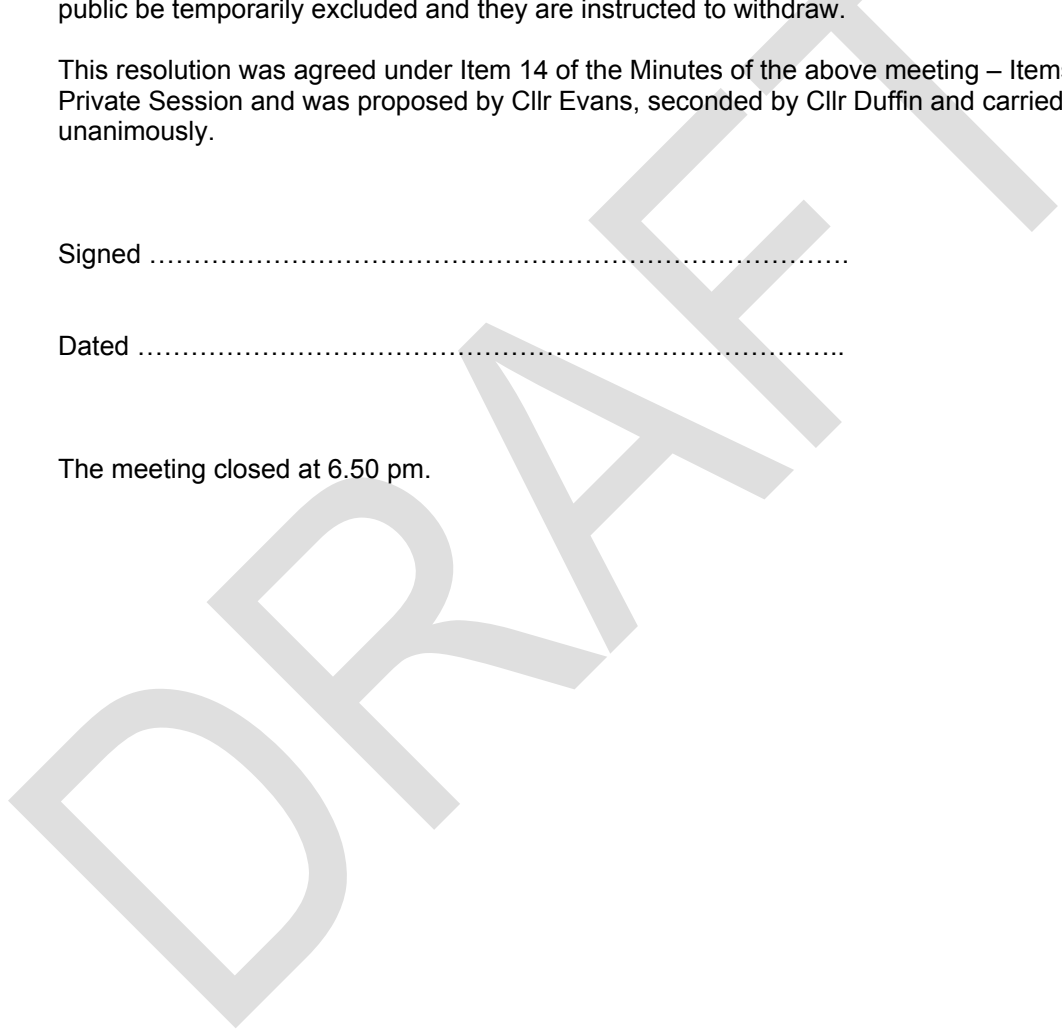
The Chair said that under Section 1, Sub Section, 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information so the public be temporarily excluded and they are instructed to withdraw.

This resolution was agreed under Item 14 of the Minutes of the above meeting – Items for Private Session and was proposed by Cllr Evans, seconded by Cllr Duffin and carried unanimously.

Signed

Dated

The meeting closed at 6.50 pm.



DRAFT