



The Beaudesert & Henley-in-Arden Joint Parish Council

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

Clerk : Gill Bailey email : 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, 18th November 2019 at 6.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Elaine Field (Chair), Ray Evans, Marijana Bainbridge, Roger and Val Hubbocks, Jem Jones 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 were two member of the public present and they did not wish to speak.

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

There were no apologies.

2 Declarations of Interest and Dispensations

Cllr Chris Duffin declared an interest in The Hub@Henley as she was a trustee; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and had an allotment, she also said that she was on the Memorial Hall Committee and she declared an interest in Item 12; Cllr Roger Hubbocks and Val Hubbocks also declared an interest in Item 12, 'The Big Climate Fightback'.

3 Minutes of the Finance Sub-Committee meeting held on 21st October 2019 to be approved and signed.

It was RESOLVED that the Minutes of the JPC finance meeting held on 21st October 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.

4 Asset & Risk Register

Cllr Field reported that she and the Clerk had met to go through items on the Asset Register and Risk Register and both documents had been updated and circulated. **Both documents were approved; this motion was proposed by Cllr Elaine Field, seconded by Cllr Ray Evans and carried unanimously by all those present at the meeting.**

5 To approve adoption and agree a date for the Budget Preparation timetable.

- Cllr Jem Jones asked why historically, Grant Applications had been requested after the Budget preparation and he said that he thought Grant applications should be requested prior to setting the annual budget in order that the JPC had an idea of how much would be requested.
- Cllr Jones went on to say that he felt that as a large part of the JPC budget was supporting social organisations, the JPC should be aware of how much would be requested.
- The Clerk advised that a date needed to be agreed for the Finance Sub-Committee to go through the budget arrangements and agree a precept prior to the January meeting and she suggested that 2nd December would be appropriate. It was agreed that a Budget Preparation meeting beheld at the C of E Primary School in Arden Road on 2nd December at 6.30 pm.

- 6 To ratify the claiming of VAT Quarterly instead of annually.**
The Clerk confirmed that at present, VAT was claimed annually following the year end, however, if the claim was over £100.00, VAT could be claimed at any time and she proposed that it was claimed on a quarterly basis. **It was RESOLVED that VAT be claimed quarterly and this motion was proposed by Cllr Ray Evans, seconded by Cllr Marijana Bainbridge and carried unanimously.**
- 7 Update on AdvantEDGE Finance system – update**
The Clerk confirmed that she and the Chair of the JPC would be attending a training session on 29th November.
- 8 To discuss, and if appropriate, agree to support VASA**
Cllr Field reported that the JPC had received a letter from VASA, which she had circulated, requesting financial support. **Following a brief discussion, it was RESOLVED that as over 60 Parishioners used the service, a mini grant of £500.00 be given for ongoing support. This motion was proposed by Cllr Jem Jones, seconded by Cllr Chris Duffin and carried unanimously.**
- 9 To discuss the JPC supporting the funding of a Community Christmas Lunch in the Memorial Hall up to a maximum of £500 for a mini grant.**
Cllr Duffin reported that there would be a Christmas Lunch for those people in the community who were on their own on Christmas Day and they would be invited to the Memorial Hall. **Following a brief discussion, it was RESOLVED that a mini grant of up to £500.00 be given to the Hub to support the lunch, depending on numbers. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Jem Jones and carried unanimously.**
- 10 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 Roger Hubbocks reported that he had tried to organise a meeting of the Allotment Holders, however, he had been unsuccessful. **Following a brief discussion, it was RESOLVED that the allotment rent be increased and that water charges be introduced on top of the rental charges. This motion was proposed by Cllr Roger Hubbocks, seconded by Cllr Ray Evans and carried unanimously.**
- 11 To ratify the production & distribution of the Housing Needs Survey at a cost of no more than £160.00.**
The Clerk reported that a new Housing Needs Survey had been produced and she had been in contact with the Editor of Henley Focus to request a price to include the Survey document when the Focus magazine was being distributed. The Editor of Focus had confirmed that it would cost £160.00. **Following a brief discussion, it was agreed that the Clerk contact the Editor of Focus and agree that a delivery cost of £160.00 had been approved. This motion was proposed by Cllr Evans, seconded by Cllr Elaine Field and carried unanimously.**
- 12. To discuss the purchase 9 X Trees for ‘The Big Climate Fightback’ at a cost of £382.20 incl VAT and installation by Maintenance Contractor at a cost of £125.00.**
Cllr Bainbridge reported that she had been advised that the purchase of Nine trees would be £382.20 and the cost for installation of the trees would be £125.00. **Following a discussion, it was RESOLVED that the trees be purchased and the JPC Maintenance Contractor dig holes to install them. The locations were The Riverlands, Littleworth Field and Jubilee Park. This motion was proposed by Cllr Elaine Field, seconded by Cllr Chris Duffin and carried unanimously.**
- 13. 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 an email from Sports and Play Consulting, who offered to write the tender for the Play Area contracts and act as a liaison between the suppliers and the JPC.
 - The company would also manage the project and oversee the work. The fee would be between £3,500-£4,000 dependant on the work they undertake.
 - Cllr Field went on to say that trying to pull everything together was extremely time consuming and Sports and Play Consulting had agreed that the JPC could have a phased approach in respect of the project and their fees

- Following a brief discussion, it was **RESOLVED** that Sports and Play Consulting would be instructed. This motion was proposed by Cllr Marijana Bainbridge, seconded by Cllr Roger Hubbocks and carried unanimously.

14. To discuss the replacement of the grass verges in Henley with wild-flower verges - update.

Cllr Bainbridge reported that she had written to WCC who had responded and asked the location that the JPC were thinking about. It was agreed to suggest to WCC that the Service Road, on the exit to Birmingham Road, by Buckley Green would be an appropriate location.

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

- Cllr Field 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 18th November 2019 were Treasurers Account: £4,754.90 and the Deposit Account was £80,003.78. Cllr Field confirmed that there were invoices which required approval for Jon Vale for an amount of £1,290.00 and T Mousley for £720.00. 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 that the payments detailed above be paid. This motion was proposed by Cllr Ray Evans, seconded by Cllr Elaine Field and carried unanimously by all those present at the meeting.**

16. Items for private session

There were no items for private session.

The meeting closed at 6.45 pm.

Signed

Dated

