Minutes of the F&GP committee March 2013

Present:- Cllr. Mrs J Lawrey (Chairman), Cllr. Cllr. M Whitehead, Cllr. Mrs C Marsh, Ms B Hambrook (Clerk & RFO)

Apologies:- Cllrs. Edwards-Winser and Verrall

1. The minutes of the February meeting were approved as a true record and signed accordingly

2. Matters arising from previous meetings

2.1 OVMH documentation ownership being investigated by Cllr. Cracknell.  6.1 - DC Continuing

2.2 Document update continuing – Standing Orders and Financial Regulations will be completed later in the year when the new regulations have been issued by KALC). A new grievance policy has been drafted by NALC and this will be presented at the next meeting. Lone Working Policy (see below12.3 below)  4.5 Clerk Completed

2.3 The scouts have requested that the gates to the chalk pit be made wider and it was noted that they should contain a personnel gate  12.7 BT Continuing

2.4 Correspondence with KALC has indicated that OPC should join the Association of Burial Authorities and reinforce the issue regarding non-conforming gravestones with Funeral Directors  2.2 Clerk Continuing

2.5 The hand dryer in the ladies has been removed due to a malfunction that kept it running continuously. The chairman is investigating a suitable replacement  2.3 JEW Completed

2.6 The Gents toilet door is not locking – to be rectified.  2.4 JEW Continuing

2.7 The Assistant clerk also requires a contract – the clerk to obtain model contract from another parish  2.5 Clerk Completed

2.8 KALC have requested that parish councils write to their MP’s regarding the recent changes to the Local Council Financing arrangements explaining the hardships and making recommendations. The Clerk is to draft a letter for the Council to consider.  2.6 Clerk Completed

3. General Financial

3.1 An updated cash flow was tabled and agreed.  3.1 Clerk

3.2 Details of receipts and payments to date were tabled and agreed.  3.2 JL and Clerk

3.3 The village gateways had been erected and the final element of financing had been received from the Big Community Fund.  3.3 Clerk

3.4 RBS would honour the quote given for the annual subscription license even though this had technically been withdrawn. The Clerk will submit the order as previously agreed.  3.4 Clerk

3.5 The draft grievance policy was considered. Cllr. Mrs Lawrey queried why the draft policy did not provide for both parties to a grievance to be present at meetings. The Clerk will query this with KALC who provided the draft. Cllr. Mrs Lawrey also had proposed amendments and will mark up the draft. The Clerk is to send a word version of the policy.  3.5 Clerk

3.6 The Clerk had obtained one set of credit ratings and will obtain further ratings for the next meeting.  3.6 Clerk

3.7 The transfer of any unspent budgets to other budget headings or reserves was discussed and it was recommended that any unspent budgets be transferred to general reserves noting that general reserves includes an amount of £28,500 which is allocated for car park OPC to vote
resurfacing.

4. Cemetery

4.1 The cemetery supervisor has advised that he may change the supplier of trees next year. Cllr. Mrs Marsh pointed out that the drainage in the cemetery had been inadequate during the wet winter.

5. Car Park

5.1 There were no matters on which to receive an update since the last meeting.
5.2 The quotes for the car park resurfacing were received. Despite the request for 6 quotes only two had been forthcoming and 1 was pending. Based on the two quotes received it was recommended that the Sturgeons quote be accepted subject to Cllr. Verrall's review of terms and discussions with them and the third quote showing no improvement on this.

6. Toilets

6.1 The ladies toilet had been repaired since the last meeting.

7. Allotments

7.1 No matters had arisen since the last meeting.

8. Bus Shelters

8.1 No matters had arisen since the last meeting.

9. Recreation Grounds/Pond

9.1 Negotiations between the OSA members and the recreation committee re mowing of the recreation ground were still ongoing.
9.2 Negotiations between the Tennis Club and the Recreation Committee re the proposed new lease were still ongoing.
9.3 Details of water and electricity supplies for the Tennis Club were received from the Treasurer of the Club. Any amounts due from the tennis club re water supplies were due to the football club.
9.4 An updated schedule of costs and grants for the funding of the Hale Lane Playground were received.
9.5 No contribution had yet been received from the lorry company re pond damage. The clerk will chase this.

10. School House/Heritage Centre

10.1 The Clerk provided details of a quote from British Telecom which gives a saving of £132 p.a over the current contract. It was recommended that this be accepted.
10.2 The clerk reported that the heating at School House was now working well following repair of the boiler.

11. The Chalk Pit

11.1 Rubbish is being tipped from Tudor Drive into the Chalk Pit and Mr Thomas is to notify Cllr. Mrs Lawrey of the numbers of the houses involved so that the residents can be contacted.

12. Other Matters.

12.1 The details of the Clerks holiday entitlement were received and it was
noted that the entitlement had been incorrectly interpreted on her joining. The Clerk currently has a backlog of 17 days holiday.

12.2 The estimate for repairing the village hall clock was £2380 excl VAT. Cllr. Whitehead will investigate the cost of a new movement and the Clerk will ascertain the cost of a replacement clock and to whose memory the original clock was installed.

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 1st April 2013 at 09.15

Signed...............................................Chairman

Dated ...........