Minutes of the F&GP committee July 2014


Apologies:- None – all present

1. The minutes of the meeting on 2nd June were approved as a true record and signed accordingly

2. Matters arising from previous meetings

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

2.2 Assistant clerks contract – It is work in progress 2.5 JEW Completed

2.3 Estimates for works to the front entrance, path, hedge, dropped kerb to ensure that they are DDA compliant are awaited. (Parts of the work have been quoted for by Norman, but F&GP thought that a second quotation would be appropriate.) 7.3 Clerk/JV Continuing

2.4 The toilet refurbishment to be costed 9.10 JV Continuing

2.5 It was noted that the bricks on the entrance wall need replacing and it is understood that BT has removed them for safe keeping. Messrs Thomas/Catt will repair the wall as soon as practicable. (Clerk to chase) 5.1 BT/ Clerk

2.6 The “two signatures” rule for cheques has been rescinded and will now require our Financial Regulations and Standing Orders to be amended. 4.5 Clerk Continuing

2.7 The Parish web-site – Cllr. Whitehead reported that his contact was not readily available to assist. It was agreed that an article be placed in the next newsletter seeking assistance from local web builders. Completed

2.8 Re the parish Web site Cllr Whitehead will contact the Shoreham web builders. 7.1 MW

2.9 Refurbishment of the Rubbish bins at the Cemetery are being progressed by Cllr Mrs Marsh 7.2 CM

2.10 It was agreed that the current Cemetery mowing contract be terminated and that the contractor who mows the Green be contacted for urgent assistance and for a quote for the rest of the year. 6.3 Clerk Completed

2.11 The possibility of restricting burial in the green cemetery to local residents was discussed at the last Council meeting. Completed

2.12 Information re dog control on the recreation ground had been sent by KALC and the Clerk will forward it to all Councillors. (The clerk to raise the issue at the Clerks forum) 6.4 Clerk Continuing

3. Finance

3.1 An updated cash flow was tabled and agreed. 7.3 MW

3.2 The receipts and payments lists were agreed.

3.3 The Parish web-site – Cllr. Edwards-Winser has provided contact details to Cllr. Whitehead for the two Shoreham residents who could produce a
website. Cllr Whitehead agreed to follow this up

3.4 Quotes for electrical work were required in order to ascertain the final costs of the defibrillators. (Awaiting response from contractor) 6.2 Clerk Continuing

3.5 It was agreed that the current Financial Regs would be amended to take account of on-line banking plus any other clauses from the NALC pro forma regs which are thought necessary. The clerk will circulate proposed amendments. 7.4 Clerk

3.6 It was agreed that the clerk would look over the Standing Orders and suggest modifications as required in line with NALC best practice, (following finalization of the Financial Regs) for discussion by the committee 7.5 Clerk

4. Cemetery

4.1 It was agreed to ask Green Man to mow the cemetery for the remainder of the year. The costs to 31st March 2015 were estimated to be less than £1000. 7.6 BT

4.2 A meeting to discuss the requirements for the maintenance of the Churchyard was set for July 17\textsuperscript{th} at 10.00 at OPC

4.3 Regarding a decision on burials in the green cemetery an estimate of available space was awaited from BT

5. Car Park

5.1 There were no financial matters to discuss.

6. Toilets

6.1 A plumber had to be called out to unblock the gents toilet

6.2 It was agreed that the toilet cleaners request for a 2% rise in payment be accepted. The budget had anticipated a 3% rise.

7. Allotments

7.1 There were no financial matters to discuss

8. Recreation Grounds/Pond

8.1 It was noted that the new willow tree had matured to such an extent that some of the branches on the existing tree would require removal. Mr Thomas is arranging a quote. 7.7 BT

8.2 Information re dog control on the recreation ground had been sent by KALC and the Clerk has forwarded it to all Councillors. The topic will be discussed at the local Clerks meeting at SDC and the situation reported back to OPC 7.8 Clerk

9. School House

9.1 The guttering has been installed
9.2 Regarding the new computer required for the Assistant clerk, the chairman will investigate the specification and cost implications.

9.3 When the work on removing the chimney takes place in the school holidays there may be extra unforeseen work to be carried out (ie rotten timbers to be replaced). The clerk can authorise any extra emergency costs required up to a max of £1000.

9.4 One of the drain covers in the driveway has been found to be in danger of collapse and will be replaced.

9.5 It was agreed that the cost of an electronic door lock would be explored and fitted by local councillors. An additional quote would be obtained for paving/fence works. It was also agreed that a verbal abuse notice should be posted in the office.

9.6 It was agreed that OPC would reimburse Stan his mileage to attend a KALC conference at Ditton on emergency aid procedures.

9.7 WK Mediation wish to hire the OPC meeting rooms from mid-day this Thursday. It was agreed that a charge of £15 be made to cover the clerks extra time in locking up following the meeting.

10. The Chalk Pit

10.1 There were no financial matters to discuss.

11. Correspondance.

11.1 A letter of thanks has been sent to Mr Beacom the internal auditor.

11.2 E-mail from KALC enclosing "governance and Accountability: the Practicioners Guide.

DATE OF NEXT MEETING

The date of the next meeting is to be agreed.

There being no other business to discuss this meeting was closed at 10.50am.

Signed…………………………………………Chairman

Dated .........