Minutes of the F&GP committee September 2014


Apologies:- None – all present

1. The minutes of the August meeting 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.  
   
   2.2 Assistant clerks contract – It is work in progress
   
   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.)
   
   2.4 The toilet refurbishment to be costed
   
   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. Mssrs Thoms/Catt will repair the wall as soon as practicable. (Clerk to chase)
   
   2.6 Refurbishment of the Rubbish bins at the Cemetery are being progressed by Cllr Mrs Marsh
   
   2.7 Quotes for electrical work were required in order to ascertain the final costs of the defibrillators. (Awaiting response from contractor)
   
   2.8 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
   
   2.9 Regarding the new computer required for the Assistant clerk, the chairman will investigate the specification and cost implications.
   
   2.10 It was agreed that the clerk would look over the Insurance Cover and add items that were not on the asset list ie:- Cemetery Barrier, Seats at Hale Lane, Notice Boards, Solar System pillars, Emergency Generator, Tennis Nets.
   
   2.10 It was agreed that a verbal abuse notice should be posted in the office

3. Finance

3.1 An updated cash flow was tabled and agreed. The RFO noted that some of the agreed spend on the toilets, pavilions and computer upgrade should be expedited as soon as possible. The football clubs items of maintenance for the pavilion will be presented to the next Recreation committee.

3.2 The payments made since the last Council meeting were noted. All items were under £500 and related to wages and had therefore been approved by the clerk and chairman when the cheques were signed.
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 has followed this up to no avail. The clerk is looking into alternatives and has found two companies that have discussed the requirements and will provide quotations.

3.4 The clerk has located an electrician that will connect the defibrillators to the mains.

3.5 The national salary percentage increase had not yet been agreed. The chairman will obtain local information on salary increases.

4. Cemetery

4.1 Nothing Financial to report – the new mowing contract is going well.

4.2 A meeting to discuss the requirements for the maintenance of the Churchyard took place on July 17th and a number of items including information on memorials, detailed plan of curtilage and ownership, paths and footpaths were referred back to the church for clarification.

4.3 Regarding a decision on burials in the green cemetery, an estimate of available space has been provided. There are effectively only 76 spaces available which it is estimated will be full within 10 years. The clerk is examining the figures to see if there is any merit in excluding contiguous residents ie categories I and 2. The costs will also be investigated to ascertain if there should be an increase in charges to raise sufficient income for ongoing maintenance. The clerk to provide figures for the next meeting.

5. Car Park

5.1 There were no financial matters to discuss.

6. Toilets

6.1 The electronic door locks were discussed and it was decided that the electrician that is connecting the defibrillators should be requested to investigate fitting a new timer.

7. Allotments

7.1 There were no financial matters to discuss, although it is understood that the Recreation committee are going to recommend an increase in rent.

8. Recreation Grounds/Pond

8.1 There were no financial matters to discuss.

9. School House

9.1 The guttering has been installed – it was noticed that the down pipe/gully by the kitchen was blocked – the clerk to contact a maintenance company to investigate.

9.2 Regarding the new computer required for the Assistant clerk, having investigated the specification and cost implications it is recommended that a new computer loaded with Office 365 be purchased and that Office 365 OPC to Vote.
also be installed on the lap-top.

9.3 One of the drain covers in the driveway has been found to be in danger of collapse. It is understood that it has been partially repaired and will be replaced.  

9.4 JV

10. The Chalk Pit

10.1 There were no financial matters to discuss

10.2 It was noted that there are several Ash trees in the parish that are possibly suffering from Ash die back and will need to be felled.

11. Correspondence.

11.1 It was noted that there was insufficient time to respond to an e-mail from KALC regarding devolution

11.2 The clerk is looking into the new model Standing Orders recently received from KALC

11.3 It was decided not to proceed with new cemetery management software

11.4 There was an e-mail from KALC requesting donations from parishes to investigate a business case for East facing slips on the M26

11.5 The Kent Air Ambulance is requesting a £250 donation from all parishes – it is recommended that OPC contribute as requested  

OPC to Vote

DATE OF NEXT MEETING

The next meeting will be held on Monday 29th September 2014 at 09.15

There being no other business to discuss this meeting was closed at 11.05am

Signed…………………………………………Chairman

Dated ........