Minutes of the F&GP committee November 2014


Apologies:- None – all present

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

2. Matters arising from previous meetings

2.1 OVMH documentation ownership had been investigated by Cllr. Cracknell. The OVMH own the hall and the ground on which it stands. 6.1.13 DC Completed

2.2 Assistant clerks contract – It is work in progress 8.1 Clerk Continuing

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, but F&GP thought that further competitive quotations would be appropriate.) 7.3 Clerk/JV/JE-W Continuing

2.4 The toilet refurbishment to be costed. (Provisional estimates were considered out of the question – further estimates to be obtained) 6.10 JV/JE-W Continuing

2.5 It was noted that the bricks on the entrance wall to the car park 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) 5.1 BT/ Clerk Continuing

2.6 Refurbishment of the Rubbish bins at the Cemetery are being progressed by Cllr Mrs Marsh (To be moved to Environment until costs are known) 7.2 CM Continuing

2.7 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 Continuing

2.8 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 continuing

2.9 A tall Christmas tree will be installed outside the Office and three quotes had been received. The Chairman had liaised with Stonepits Farm (supplier of lowest quote), selected a tree, organised for the hole to be dug and purchased the lights.

3. Finance

3.1 An updated cash flow was tabled and agreed. The RFO noted that some of the agreed spend should be expedited as soon as possible in this Financial Year.

3.2 Details of the Payments and receipts since the last Council meeting were agreed. It was recommended that £25k of funding in the Bank of Ireland account should be moved to the Unity account to balance the holdings. OPC to vote

3.3 The Parish web-site:- The site is currently under construction with Input from the Clerk. It was suggested that the navigation boxes should be mounted on the side of the page rather than the top. The committee also raised concerns over the amount of the clerks time required to keep it up to
Minutes of the F&GP committee November 2014

date.

3.4 The defibrillators have all been connected to a suitable electricity supply and the temp set to 10°C as recommended. Running costs have been estimated at £20/yr and the two locations will be reimbursed accordingly.  

3.5 The national salary percentage increase had not yet been agreed. However, it was recommended that as this has been in abeyance since May, the clerks should receive an extra spine point increase.  

3.6 A draft budget was submitted and some modifications suggested. It was suggested that capital works should be advertised in the Parish Newsletter and on the web-site when it is operational. It was agreed to hold a separate budget meeting before the December Council meeting.  

3.7 Several Gas and Electricity quotes have been requested and received for the office gas supply and it was decided to stay with British Gas as any saving was minimal and not worth the hassle associated with changing providers.  

3.8 The clerk provided an update on the latest financial aspects following her course at KALC. It is likely that additional financial procedures would be required as the level of OPC income could move us into the intermediate level for audit.  

3.9 It was recommended that the clerk’s salaries should be paid by BACS in order to speed up the process. The Chairman was assured that a paper trail would still require authorization by at least two cheque signatories in accordance with the Financial Regulations.  

4. Cemetery  

4.1 The cemetery manager had prepared a comprehensive report on plot availability and scope for making extra room. He recommended that Councillors visited Chevening cemetery to see a good example of an area for the interment of ashes. This will be discussed further at future meetings.  

5. Car Park  

5.1 Nothing financial to report. The Pay and Display appears to be working well with compliments far outweighing complaints.  

6. Toilets  

6.1 Cllr Verrall is discussing the refurbishment of the toilets with a specialist contractor. *(Indications to date are that they will be far too expensive and that general builders should be invited to tender)*  

7. Allotments  

7.1 New Water Tanks are required to replace the unprotected baths which are considered a Health & Safety issue for young children. It is expected that OPC will be subjected to a bill of £400-£500 for provision of tanks and additional for fitting of pipes with non-return valves and insulation.
8. Recreation Grounds/Pond

8.1 It was noted that the entrance mat to the recreation ground requires replacement

9. School House

9.1 Quotes are still awaited for paving the front garden.

10. The Chalk Pit

10.1 Nothing to report

11. Correspondence.

An e-mail had been received re scouts firework event
An e-mail had been received re KCC budget consultation
An e-mail had been received re local Government transparency regulations

DATE OF NEXT MEETING

The next meeting will be held on Monday 24th November 2014 at 09.15

There being no other business to discuss this meeting was closed at 10.45am

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

Dated ........