

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in The Committee Room, Malvern Wells Village Hall, Wells Road on **Wednesday, 27th October, 2010** commencing at 7.30pm.

Attendance: Councillor N Johnson (Chairman)
Cllrs Mrs A Bradshaw, Mrs H Burrage
Mrs A Cheeseman, B Knibb and A Hull

Apologies: Cllrs K Wagstaff and M Victory

In Attendance: Mr D M Taverner (Clerk)

1 Declarations of Interest for a) the Meeting and b) Any Changes to be notified to the Registers of Interests and Gifts & Hospitality: There were none.

2 Minutes

The Minutes of the meeting of the Committee held on 4th August 2010, having been previously circulated were accepted and signed by the Chairman as an accurate record.

3 Matters Arising from the Minutes

Minute 7a) Bench, Assarts Road Playing Field The Clerk reported that the bench had been delivered and would be installed during the next few weeks.

Minute 7b) Benches, St Wulstans – final confirmation was still awaited from the families who had expressed an interest.

4 To Consider & Accept

a) The Quarterly Report: The chairman detailed the expenditure and receipts of the previously circulated quarterly report for the period ending 30th September 2010. Members noted that in the main the income & expenditure figures were very much in line with the approved budget. The budgets for the current year would be monitored and revised as necessary by the Clerk, in consultation with the Chairman, with a revised precept submission being presented to the F & GP meeting on 20th January, 2011 prior to consideration by the Parish Council. Following discussion and, in light of the current economic situation, Members were of the view that there should be a no increase in the current precept level.

The Clerk reported that he had been coordinating adverts for inclusion in the winter edition of the Wells News production. Cllr Victory was undertaking editorial control of those contributions which had been received with distribution being targeted for the first week of December.

Members agreed that the clerk should seek grant funding to lay the hedge at the lower end of St Wulstans Village Green.

Following brief discussions the quarterly report was noted **for recommendation** to full Council.

b) The Bank Reconciliation to 30th June 2010: The clerk spoke to the previously circulated bank reconciliation and Members noted the figures contained therein **for recommendation** to full Council.

5 To Consider & Accept the Internal Auditors Report – April to October, 2010

The Clerk advised that the internal audit for the period shown had been undertaken on 25th October. A few minor observations had been made by the Auditor and these would be incorporated in the Audit Report which was due to be received in the next fortnight. The Clerk would provide copies to Members of the Committee, so that any comments could be received and considered prior to recommendation to Council.

6 To consider and review:-

- a) **Section 106 Funding for St Wulstans Green-** The Clerk advised that an Earmarked reserve of £19K had been brought forward into the current financial year. Following discussion, and in view of the ongoing low level of interest investment rates, it was agreed that a further £1k of this reserve be applied in each of the financial years 2010/11 and 2011/12 to fund grass cutting works at St Wulstans Green. This was **unanimously supported** by all Members
- b) **Parish Fete -** Cllr Cheeseman advised the meeting that the 2011/12 Parish fete would be held on Sunday 17th July on St Wulstans Green. The stated purpose of the fete was for the entertainment of the Parish and would hopefully prove useful for the promotion of the work of other Community organisations. The funding of the fete was cost neutral to the Parish Council in 2010/11 and it was hoped that a surplus position could be achieved in 2011/12. Any such surplus would be used to finance community activities within the Parish.
- c) **Fencing- Western Boundary adj Jubilee Fountain –** the Clerk reported that suitable iron fencing could be sourced locally. The costs would be approximately £600 and which could be contained within the current years approved budget.

7. Mowing Contract 2011/12

Members considered the specifications which had been presented for the 2011/12 grass cutting contract in respect of the Village Green, St Wulstans and the playing field and play area, Assarts Road. Special provision was to be inserted into the contract conditions for the Village Green to ensure that one grass cut was scheduled during the week beginning 11 July 2011, prior to the Village Fete. Due attention would also need to be given to the protection of the conserved areas of grassland during the flowering and seeding season.

Following discussion Members **unanimously approved** the contract specifications and instructed the Clerk to obtain quotations for the works to be undertaken from suitable contractors. The deadline for the receipt of tenders was set as noon on Monday 8th March, 2011.

8. To consider estimates and agree a recommendation to full Council for the

Precept for 2011/12 – the Clerk reported that he had met with the Chairman to review the budget parameters and basis for the preparation of the 2011/12 precept. Further work would be undertaken on the figures for presentation to the F & GP committee at its next meeting on 20th January, 2011 prior to a precept recommendation to Council on 24th January, 2011

There being no further business the meeting closed at 9.10pm

Chairman

20th, January 2011