

DEBENHAM PARISH COUNCIL

Notes and minutes of the Finance, Planning and Employment meeting held Monday 11 May 2009.

Present: Cllrs R Walters (Chairman), Mrs F Winrow-Giffin (Vice Chairman), Mrs S Dalison, Mrs L Cockerton.
Mrs Dina Bedwell (RFO), District Cllr Mrs K Guthrie

In the absence of a quorum the Chairman stated the meeting could proceed as a working group with recommendations to the full Council meeting on 18 May 2009 – agreed.

7.35pm District Cllr Mrs Guthrie stated she was unlikely to be able to attend the Council meeting on 18 May 2009 hence her attendance. She would send her written report to the Clerk to be forwarded to members. Cllr Mrs Guthrie left the meeting.

The Chairman proposed the review of the Financial Risk document was deferred to the meeting on 18 May 2009.

RFO Report

Mrs Bedwell circulated the following documents :
Summary of income and expenditure to 31.3.09
Budget v. actual to 31.3.09
Detailed income and expenditure for year end 31.3.09

7.40pm Cllr Mrs V Payne arrived at the meeting and gave apologies for late arrival due to childminding arrangements. The meeting was therefore quorate.

The Chairman opened the meeting at 7.43pm

1. **Apologies for absence** were received from Cllrs G Baxter, R Blackwell and K Voller.
2. **Declarations of Interest relating to the Agenda** - none
3. **Suspension of Standing Orders to allow members of the public to speak** – none
4. **Minutes of the previous meeting** – deferred to 18 May 2009
5. **RFO Report**

The above documents had been circulated to the meeting.

Year-end accounts to 31.3.09 showed a surplus of income over expenditure totalling £5,881.41.
Having gone through the summary figures the following queries were raised :

Payment of annual agricultural holding rent totalling £492pa – not yet received. RFO to request payment by the tenant.

Payment for Xmas Trees and Church Clock winding to be made – RFO to issue cheques for payment at the next meeting.

Play equipment expenditure: £9758.03

Assets – the following amendments were suggested:

1. Include Bier (currently on display at Bressingham Steam Museum)

2. Increase value of fencing to cover : Recreation Ground iron fencing on east and south boundary, green fencing on west boundary.

3. Include Millennium Gates (cemetery).

4. Increase value of Recreation Ground shed

5. Obtain number of litter/dog bins

Reimbursement from MSDC for payment for the self-closing gates at the Upper Gardeners Road Play area to be chased.

Review of Asset Register to be included on next finance meeting agenda.

Cllr Mrs Winrow-Giffin stated a number of trees in the village (some large) would need to be maintained over the coming year. The current reserve of £205 would cover very little of the work and she proposed that £2,500 from the year end surplus of £5,881 be transferred to the tree and green reserve, seconded Cllr Mrs Dalison and unanimously agreed.

Budget Vs Actual to 31.03.09 - Variance on Playground figures. Mrs. Bedwell explained to the council that the reason behind this variance is historical and Cllr. Walters provided the council with the explanation, which goes back to locality funding from Cllr Alcock. As Mrs. Bedwell does not have the relevant paperwork, Cllr Walters agreed to e-mail the relevant letters with the necessary information.

6. **Review Financial Risk document** – defer to 18 May 2009

7. **To consider insurance renewal with Allianz 2009/10 – due 1 June 2009**

The renewal premium totalled £1612.04, which included a 5% discount under their long-term undertaking scheme – the Council had been with them since 2004. A quote from Zurich had been requested but not received. The renewal did not include the lavatories, transfer of ownership not yet complete. Cllr Mrs Winrow-Giffin proposed accepting the Allianz renewal, seconded Cllr Mrs Payne and unanimously agreed.

8. **To consider cemetery fees 2009/10**

The Chairman proposed a 5% increase rounded to the nearest pound – unanimously agreed. Additional information regarding memorial sizes to be included.

9. **Recreation Ground/Cemetery Fencing – to receive notes from site meeting 30 April 2009**

The site meeting members had recommended that the previous proposal from the meeting held 20 April 2009 be rescinded on the grounds it did not resolve the problem in that it would leave a blunt top to the upright posts posing a similar danger and to remove the upright posts down to the flat bar would weaken the fence. An estimate for two further options including provision of a flat bar to strengthen after removal of spikes to bar (£1904) or replacement of spikes with hoops (£1428) had been received. Having considered the options put forward all five members agreed rescission of the previous decision and the Chairman proposed acceptance of the quotation to replace the spikes with hoops (£1428) - unanimously agreed.

Due to the urgency of the work it was agreed there would not be time to obtain further quotations.

Swing equipment play surface – a corner area of the play surface had lifted. The Chairman reported he had fenced off that section of the play surface but the fencing had been removed. He therefore proposed fencing off the swing equipment including the surface area, he would photograph and put up a notice pending repair by the Play Equipment providers, Harry Ram.

Items 18/19 brought forward – see separate report

8.55pm Mrs Bedwell left the meeting

10. **To receive and consider email dated 27 April 2009 from Mr D Hughes regarding DLC funding.** The following response was suggested :

Paragraphs :

1 – It was understood that had been dealt with.

2 – The Parish Council would welcome an informal meeting with DLC Trustees but any decisions arising from such a meeting would be reported to an open parish council meeting.

3 – The current Council was not in a position to make a long-term commitment to funding binding on any future council.

4 – It was accepted the DVH & PFT was a voluntary organisation.

The Chairman agreed to draft a reply for consideration.

9.05pm Cllr Mrs Payne left the meeting due to child minding arrangements.

The Chairman closed the meeting at 9.05pm - items 11 – 19 deferred to the next meeting.

Signed:

Chairman

Date:

