**FINANCE WORKING PARTY MEETING**

Venue: Parish Meeting Room

11th August 2022

**Minutes**

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| **1.** | **Resolution to approve apologies for absence**To receive any apologies for absence for the meeting.Present were:* Cllr. Edward Jerrams Coughtrey (Lead)
* Cllr. Alan Youel
* Cllr. Richard Solesbury-Timms
* Cllr. Ruth Hoose
* Cllr. Nina Truman
* Pip Davis (Clerk/RFO)

Apologies were received from Cllrs. Burgess and Allen, Peter Gliwitzky attended to offer guidance but left before meeting started.The FWP resolved to approve the apologies for absence. |
| **2.** | **Members’ declaration of interest in items on the agenda**Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.None declared. |
| **3.** | **Council Building Garden****RST** and **AY** both gave ideas on indicative prices for a half container to potentially replace both sheds at the cemetery which are no longer fit for purpose. The prices ranged from £1000 to about £3800.The FWP also discussed:* The probable need for a skip at both the cemetery and at the office, to remove unwanted or unnecessary items from both sites, which would possibly cost around £400 each.
* The possibility of involving village volunteers to help clear both sites.
* Funds would be required for the regeneration of the PMR area, including planting and landscaping.
* Project detail being led by NT and will be presented to full council.

*FWP recommendation to Council**~~Check available funds within current budget and consider allocation of circa £7500 for the project.~~ To be discussed by project group.* |
| **4.** | **Village Grass Cutting**The FWP discussed the councils’ previous deliberations regarding short-, medium-, and long-term solutions to village grass cutting provision.*FWP recommendation to Council**Seek clarity from Dodedge of cost per standard cut. Contact other providers for comparative pricings.**Compile all relevant documentation to enable tender process.* |
| **5.** | **Green Middleton Working Party Recommendations*** Quotation to be sought from AGU for tidying up of the trees and hedges at the cemetery.
* Quotation to be sought for remedial works at both play areas.
* Parkland Fencing to quote for repair of fence at Stanwell Park (Cllr. Howard leading).
* Astrop Park to have CCTV potentially on the same system as Stanwell Park and the PMR.

*FWP recommendation to Council*1. *~~Confirm quotation from AGU for Cemetery hedge work~~. Done*
2. *~~Seek quotation from ‘Safe Play’ for play area remedials.~~ Done*
3. *~~Confirm quotation from Parkland Fencing for Stanwell Park fence~~. Done*
4. *Clerk to approach Rydal for a quote for a camera on the camera pole that is already on site.*
	1. ***Action*** *- AY to provide contact details - Done*
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| **6.** | **Bus Stops/ Shelters**FWP discussed condition of current bus shelters. 2 owned by PC remainder thought to be highways responsibility.Possible provision of new shelter at Library. |
|  | *FWP recommendation to Council*1. *Approach highways regarding repairs to shelters possibly under their responsibility.*
2. *Clerk to contact Shield Group regarding graffiti removal and potential application of anti-graffiti paint.*
	1. ***Action –*** *AY to supply contact details – Done*
3. *~~Clerk and~~* ***~~NT~~*** *~~to approach Brian Goodey to enquire of the library plans for the area at the bus stop and enquire if a shelter is a viable addition~~. Done*
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| **7.** | **New clerk equipment****MA** has researched and proposed suitable laptop provision, cost would be circa £600 plus VAT.FWP also discussed conferencing equipment for the meeting room to enable transmission and recording of meetings.*FWP recommendation to Council*1. *Purchase laptop for Clerk and ancillary equipment at circa £600 plus VAT.*
2. *Clerk to investigate conferencing requirements and seek pricings and quotations.*
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| **8.** | **Urgent Business****EJC admitted the following items of urgent business:*** Assigning a budget for the internal regeneration of the PMR.
* Repairs/ upgrades to War shrine
	1. Shelf in need of repair.
	2. Specific mounting for wreaths.
* New bins required for Litter Pickers.
* Cemetery extension earmarked reserve.
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*FWP recommendation to Council*

1. *Purchase the 2 new bins requested by the Litter Pickers and the extra attachments. Total cost circa £2300.*
2. *~~Consider re-allocation of earmarked reserves to increase the Cemetery extension provision to £75000.~~ Future consideration*
3. *Approach WNC and Developers regarding potential available land.*
4. *Approach WNC about any possible grants, and what S106 Monies are available.*