**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* |
| **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* |
| **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. |

*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.*