

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 20 APRIL 2020 AT 10.00AM BY CONFERENCE CALL

Present

Mr. Bob Milne (Chairman)
Mr. Paul Rowley
Mrs. Marilyn Rolfe
Mrs. Judith Hall – Clerk

1. Apologies for absence

Mr. John Hodges

2. To approve minutes of the meetings held on 13 January 2020 and 17 January 2020

Mr. Milne notified the Clerk of an error regarding the date featured on the minutes of the 17 January 2020 meeting. The minutes were then **confirmed** as true and accurate records and the minutes were then signed by the Chairman.

3. Matters arising from previous minutes not covered elsewhere on the agenda

The committee was advised that Mrs. Rolfe and the Clerk were due to review the Farnham Royal Charities later this week and Mrs. Rolfe requested a copy of the Parish Council's Grant Policy.

4. To review the 2019/20 management accounts

Mr. Milne advised that the forecast for 2019/20 had projected a deficit of £30,000 but the actual position at the year end was almost breakeven with a surplus of £2,000. The following points were also noted during the review:

- Income

Income finished pretty much on budget save for the donation of £2,000 to improve the strip of land to the side of Kingsway Green was not received by the year end as the project had not been agreed with the donor due to Covid19. The donor is still keen to support this project and has agreed to provide the funds in April 2020 following a discussion with the Chairman.

- Expenditure

Open Spaces

Allotments – The budgeted amount included a provision for any contribution that was required in respect of general works. No such work was required during the year so only the rental had to be paid.

ARB Work – Although this finished in line with the original budget, the revised budget in December 2019 increased the expected amount to include the work identified in the ARB report. It was not possible to have the work carried out before the year end.

Project (Kingsway Green) – The expenditure anticipated in the December 2019 revised forecast consisted of the project for which the £2,000 donation above was to be given and the installation of the posts. The posts were installed before year end but the invoice was not received until the beginning of April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.

LAF Match Funding – The December 2019 revised forecast provided for payment in respect of both the 2018/19 and 2019/20 projects. Only the invoices relating to the 2018/19 project were received and paid during the year. The invoice for the 2019/20 project was received in April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.

Devolved Services

Grass cutting (contract 1) – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. The contractor monitored the position but advised that cuts were not necessary.

Footpaths – After the contract with Capability Landscapes Ltd finished no maintenance as carried out.

Grass cutting (contract 14) – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. The contractor monitored the position but advised that cuts were not necessary.

Weed killing – After the contract with Capability Landscapes Ltd finished no weed killing was carried out until mid-March and Amersham Town Council did not charge for this.

Play equipment, Bus Shelters and Benches

Extra Works – There was significant unbudgeted expenditure during the year with repairs being needed to two pieces of equipment in Farnham Park.

Highways

MVAS – A provision for repairs was included in the December 2019 revised forecast but on inspection repairs were not required. The engineer reported only a flat battery and the contractor has been instructed to collect the sign and charge the battery.

Churchyard

Contract 6 – Provision was included in the December revised forecast for two cuts in the first quarter of 2020. Only one cut was carried out. The invoice for this was received in April 2020 and therefore doesn't appear in the management accounts which are prepared on a cash basis.

Other Expenses

A provision was included for a new noticeboard in Farnham Common and the costs of relocating both the noticeboard and defibrillator in Farnham Royal due to the conversion of the building on which they are currently located. None of these projects took place.

It was agreed to recommend the accounts to the Parish Council at the April 2020 Parish Council meeting. Mr. Milne also asked the Clerk to update the 2020/21 forecast for review at the next committee meeting.

5. Any other business

5.1 The Clerk asked members what they wanted to do about pursuing a debt in respect of a damaged lamppost following an incident in Grange Gardens several months earlier. She explained that she had emailed requesting payment and spoken to the third party who had agreed that payment would be made but payment had never been received. It was agreed that the Clerk should write to the company requesting payment within seven days and should payment not be received, the item should be added to a Parish Council meeting agenda for further consideration.

5.2 The Clerk advised that the anonymous donor for improvements to a strip of land at the side of Kingsway Green had requested a meeting with Mr. Rowley prior to lockdown and asked how this could be progressed given current government restrictions. It was agreed that the Clerk would give Mr. Rowley's telephone number to the donor.

5.3 Mr. Milne asked the Clerk to locate the agreement regarding the maintenance of St. Marys Churchyard. Mr. Rowley advised that he had spoken to Jerry Houdret who had advised that the Parish Council is responsible for all paths but not the lychgate and that Mr. Houdret had arranged for the removal of the moss. Mr. Rowley also advised that Mr. Houdret had confirmed that the churchyard was remaining open during the lockdown as it is a right of way.

5.4 Mr. Rowley advised that governance arrangements needed to be agreed for the £2,000 grant received from BC in respect of Covid19. It was agreed to recommend two signatories for any payment and that the item should be added to the next Parish Council meeting agenda.

5.5 Mr. Rowley also wished to notify members of three expenses that he had incurred in respect of Covid19. They were:

£30 – spray bottles for hand sanitiser for volunteers

£40 – chains and padlocks to secured playgrounds

£7 – box of gloves for Sainsburys on The Broadway

5.6 Mr. Milne asked whether the playground inspections were still being carried out by Progress Services. The Clerk advised that to the best of her knowledge they were.

6. Date and time of next meeting:

The meeting closed at 11.30am. The next meeting is 15 June 2020 at 10am

Signed as a true record of the meeting:-

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Chairman