

# WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

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FINANCE & HUMAN RESOURCES COMMITTEE		West Haddon Parish Council
<b>Date: 25<sup>th</sup> February 2020</b>	<b>Time: 7.30pm</b>	<b>Venue: West Haddon Sports Pavilion</b>
Attendees: Cllr S Kerr (Chair) Cllr P Norman Cllr S Tringham Cllr P Baldwin Cllr I Robertson	Apologies:- Cllr A Stephens	Executive Officer

OPENING PROCEDURES.
1. Apologies – There were no apologies to receive.
2. Public Session - There were no Members of the Public present.
3. Declarations of Interest – There were no declarations of interest.
4. Requests for dispensations – There were no requests for dispensations.
5. Minutes of the meeting 10 <sup>th</sup> December 2019 – Motion Agreed:- It was resolved that the minutes of the meeting 10 <sup>th</sup> December 2019 be approved.
6. Matters arising from the meeting 10 <sup>th</sup> December 2019 – There were no matters arising to report.

BANKING, AUDIT, BUDGET & INSURANCE.
7. Bank reconciliation, financial review to date – Members received the latest bank reconciliation and financial review up until the 31 <sup>st</sup> January 2020 and there were no issues to report.
8. Project Update 2019-2020:- <ul style="list-style-type: none"> <li>Outstanding projects 2019-2020 included the static VAS signs which had been ordered, and paid for, but had not been delivered and installed – the matter was being chased;</li> <li>The bus shelters, provided and paid for by the Parish Council, had been installed. However, an issue had arisen with regard the proposed West End location as the commercial bus was no longer stopping at this site due to parked vehicles affecting the turn around of the bus. An alternative site would be considered.</li> </ul>
9. Projects & Budget 2020-2021:- <ul style="list-style-type: none"> <li>Cllr Robertson asked for a 20mph zone to be considered for the village as part of the traffic management and safer routes to school budget heading;</li> <li>Cllr Kerr proposed that the VE Day celebrations be identified separately in the budget from the ‘Other Events’ budget heading;</li> <li>The use of the Pytchley for Parish Council surgeries and the purchase of a sandwich board to advertise surgeries was considered;</li> <li>The pavilion development was the main project for the period 2020-2021.</li> </ul>
10. Pavilion Development – Motion Agreed:- It was resolved that the quote, received from Philip Horne (reference 18/2269/3Q), for the purposes of project managing the pavilion development, for the sum of £5000, be approved.
11. Parish Council Facilities / Assets – Members were advised that the Cricket Club had paid the £400 for the use of the pavilion for the Beer Festival 2019. <ul style="list-style-type: none"> <li>Motion Agreed:- It was resolved that the Cricket Club would be asked to comply with the terms and conditions outlined in the facility booking form that had been in use since 2015, as would any other club / organisation holding an event in the facility, and the fee for 2020 would be £400 for 2020 which was below the advertised rates on the booking form. There would be no further negotiation regarding this matter.</li> <li>Motion Agreed:- It was resolved that the sports clubs subscriptions for the period 2020-2021 would remain the same given the possibility of pending works to the</li> </ul>

pavilion. A minimum of 6 months notice would be given to the clubs of any proposed increases to the subscriptions following a robust review of usage.

12. VE Day. Members ran through the proposals for the event and it was agreed that:- The Council would pay for the sandwich materials to be made by the Church; the Wombles would be asked to assist in clearing up after the event; bins would be hired from Norse; tea urns would be required.

Cllrs Baldwin and Tringham were thanked for their support in organising the event.

#### **PERSONNEL & CONTRACTS**

13. Grass Cutting Contracts – Motion Agreed:- It was resolved that the Cricket Club would be responsible for cutting and maintaining the Cricket Square and outfield and that, upon receipt of evidence, the Council would contribute the amount it would have paid for the Cricket outfield cutting costs which would be £1246.40 per year for 3 years.

14. Due to the sensitive nature of matters to be discussed under items 13, members of the public and press will be instructed to leave the meeting (Admission to meetings Act 1960). There were no Members of the Public present.

15. Staffing Matters – Members were apprised that a newsletter deliverer had been engaged, initially on a trial basis of 3 months. The Executive Officer was asked to investigate the apprenticeship scheme and how this may benefit the Council.

#### **CLOSING PROCEDURES**

16. Items for next Finance & Human Resources Committee Meeting.

- Pavilion Development.

17. Date of next meeting – April 2020.