



Bothenhampton & Walditch  
Parish Council since 1886

**MINUTES OF FINANCE AND FUNDING SUB-COMMITTEE  
held at STONELEIGH at 2pm on 6<sup>th</sup> March 2020**

<b>Initials:</b>	<b>Invited:</b>
CA	Cllr Chris Addis (Chair)
AL	Cllr Ann Langridge
TC	Tan Cox (RFO & Clerk)

	<b>Action</b>
<b>Apologies:</b> None	
<b>MATTERS ARISING FROM F&amp;F MEETING ON 6<sup>th</sup> January 2020</b> Regarding – whether to have the £2,000 allocated strictly to each play area or to keep £6,000 (per annum) in a pot, ring-fenced and to be used solely for refurbishment and replacement. Matter referred to main committee meeting on 10 <sup>th</sup> February 2020, councillors were happy to keep funds in one account and use when needed for all play areas on an as-and-when-basis.  Regarding – problem with play equipment at the John Gundry play area, the council take £5,000 from its reserves and combine with the £2,000, raising an amount of £7,000 that could be spent in 2020/21 on new pieces of play equipment. Main committee to vote on this action.  Matter referred to main committee meeting on 10 <sup>th</sup> February 2020 and councillors saw this as a sensible way forward.  Cllr CA said that the equipment in the play area is still under warranty and as such the installers (Playdale) have quoted for replacing the rotten wooden poles. The Friends of John Gundry Play Area (the Group) are considering the quote from Playdale for £6k (although the quote is out of date the parish council could ask for an updated quote based on their inspection in 2019).	

Minutes agreed: Chairman

on 1<sup>st</sup> May 2020

	<b>Action</b>
<p>Cllr CA said that he will inform the Group that they must determine what their financial needs will be in 2020/21 and come back to the Parish Council when they know.</p> <p>The Clerk had already sent an email advising of a revised quote from Dorset Council to carry out the inspection of the remaining trees and this has been approved. The Clerk has asked the contractor for a start date and she will let the Group know when the inspection has been done.</p> <p>Following on from this, the Clerk raised the issue of playground inspections and when she should ask Ken Hussey to come back and give the playground a positive report. Cllr CA to liaise with the Group to let the Clerk know.</p> <p>Cllr AL raised the issue of the 'little cabin' feet and that KH had not noticed that there were in fact three feet that were rotten. KH had only seen one, but Cllr AL said that the newly laid bark chips had obscured the problem with the other two. Clerk to remind KH to look at the feet of the cabin and comment on them in his report.</p> <p>Regarding – Grant request from Bothenhampton Old Church for £1,200.00. The main committee are asked to ratify the recommendation to decline the request. Matter referred to main committee meeting on 10<sup>th</sup> February 2020 and councillors ratified this decision.</p>	<p>Cllr CA</p> <p>Cllr CA</p> <p>TC</p>
<p><b>MAIN BUSINESS</b></p> <p><b>Precept</b></p> <p>There was some discussion around the precept and whether the increased precept claim would be paid by DC. Cllr AL said that when she attended BLAP she learned that parish councils attempt to keep their increases under 5%. It was agreed that the increase in precept can be justified by the amount the Parish Council needs to spend on the play areas.</p> <p><b>Jellyfields / Quarry Lane Nature Reserves – partnership with BTC</b></p> <p>The Clerk said that the Parish Council will be asked to pay towards the solicitor's fees when the transfer is completed. There was discussion around this and the uncertainty over the whole project, especially the costs involved. Cllr CA said that he understood the Parish Council would pay £500 towards the creation of the 10-year plan, plus an annual contribution of £500. He was unaware of the requirement to pay a share of the solicitor's fee. This will need to be factored into the contingency element of the budget.</p>	

	Action
<p><b>Recommendation to main committee</b> – before making further commitments with Bridport Town Council on the project, the Parish Council needs more information on ongoing costs.</p> <p><b>Recommendation to main committee</b> – the Parish Council have asked to be part of the management team committee when it is set up for drafting the management plan and the ongoing management of the nature reserves. The Parish Council has not heard anything more on this and enquiries should be made to BTC (DarylC) to find out the status of the transfer.</p> <p><b>AOB</b></p> <p><b>Cash Flow Forecast</b> The Clerk had forwarded the latest iteration of the cash flow forecast (up to February 2020) and this was reviewed by the sub-committee. Cllr CA said that the Parish Council is solvent, and the balances are satisfactory. There was agreement that the cash flow template should be revised to take into account the second bank account and the expenditure that will be paid from it. Cllr AL to undertake the revision and have a draft available by the end of March 2020.</p> <p><b>Cash Book</b> The Clerk had forwarded a copy of the cash book that she completes throughout the year. This serves as a basic set of management accounts listing all incoming and outgoing monies. The Clerk reconciles the cash book to the bank statements monthly.</p> <p>The Clerk said that the current set up of the cash book is not helpful. There was some discussion around this and Cllr AL said she would look at creating a new cash book that reflected the Cash Flow Forecast and that broke expenditure down into more meaningful information (for example – separating out the three play areas). Cllr AL to have a draft spreadsheet available for the Clerk by the end of March 2020.</p> <p><b>S106 Money for Lower Walditch Play Area</b> The Clerk had forwarded notes of a conversation that she had with DC (finance department). In summary, the Section 106 monies would not be available until mid-April, however the Parish Council would be able to pay upfront and await reimbursement from Dorset Council in April 2020.</p> <p>There was discussion around this, and Cllr CA was uneasy with the idea of paying up front as there had only been a telephone call and nothing in writing that confirms the full amount of £25k will be granted.</p> <p>The Clerk agreed to find the contact details of the DC S106 team and send a letter to them asking for confirmation that all the monies would be available for the project in Mid-April. In the meantime:</p>	<p>Cllr AL</p> <p>Cllr AL</p> <p>TC</p>

	Action
<p><b>Recommendation to main committee</b> – withhold payment of the invoice from Playquest (and delay signing the order for the play equipment), until confirmation from DC has been received.</p> <p>Clerk to write to Playquest and the Lower Walditch Play Area Group to advise of current situation.</p> <p><b>Dog Bins</b></p> <p>The Clerk informed councillors that during a conversation with the Lengthsman he had mentioned that the cost of dog bins is around £400 each. She told councillors that the Parish Council had written to BTC to ask for four new dog bins and had also asked for details of how much they cost. She said that no reply had been received from DarylC to her email.</p> <p>There was some discussion around this and uncertainty as to whether the £400 would cover the cost of installation as well as the actual unit.</p> <p><b>Recommendation to main committee</b> – write to DarylC and ask for a response to our letter sent on 15<sup>th</sup> February 2020 and in particular advice on the cost of a dog bin and the cost of installation (if not included in the price). In the meantime, the Parish Council to investigate whether dog bins are available for purchase elsewhere and their cost.</p> <p><b>Grass cutting Contract</b></p> <p>The Clerk referred to her email sending details of the two contractors who had bid for the grass cutting contract.</p> <p><b>Recommendation to main committee</b> – the lowest of the two tenders should be considered.</p> <p><b>Memorials Policy</b></p> <p>The Clerk referred to the Memorials Policy and confirmed that the prices quoted were in line with other councils.</p>	<p>TC</p> <p>TC</p>
<p><b>Meeting ended at 3.30pm</b></p>	

## SUMMARY OF AGREED ACTIONS – 6<sup>th</sup> March 2020

Action	Owner	Pages
Regarding – John Gundry Play Area (Friends of), inform the Group that they must determine what their financial needs will be in 2020/21 and come back to the Parish Council when they know.	Cllr CA	2
Regarding – John Gundry Play Area - playground inspection by Ken Hussey, liaise with the Group to let the Clerk know.	Cllr CA	2
Regarding – John Gundry Play Area – ‘little cabin’, remind KH to look at the feet of the cabin and comment on them in his report.	TC	2
Regarding – Cash Flow Forecast - revise and have a draft available by the end of March 2020.	Cllr AL	3
Regarding – Cash Book - revise and have a draft available by the end of March 2020.	Cllr AL	3
Regarding – Lower Walditch Play Area / Section 106 monies – contact the DC S106 team and send a letter asking for confirmation that all the monies would be available for the project in mid-April.	TC	3
Regarding – Lower Walditch Play Area / Section 106 monies - write to Playquest and the Lower Walditch Play Area Group to advise of current situation.	TC	3
Regarding – Dog Bins - write to DarylC and ask for a response to our letter sent on 17 <sup>th</sup> February 2020 and in particular advice on the cost of a dog bin and the cost of installation (if not included in the price).	TC	3
Parish Council to investigate whether dog bins are available for purchase elsewhere and their cost.	TC	3

**RECOMMENDATIONS REFERRED TO MAIN COMMITTEE – 6<sup>th</sup> March 2020**

Item	Page
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<b>Recommendation to main committee</b> – the lowest of the two tenders should be considered.	4