



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF FINANCE AND FUNDING SUB-COMMITTEE MEETING
held REMOTELY at 2pm on 1st MAY 2020**

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

Declaration of any pecuniary interests relating to items in the agenda:	Action
None	
Apologies: None	
MATTERS ARISING FROM F&F MEETING ON 6th March 2020 Regarding – John Gundry Play Area (Friends of), Cllr CA gave an update on progress and confirmed that the contractors had been paid to refurbish some of the play area equipment. Confirmed that the Friends of JG have raised monies locally for the refurbishment – completed. Regarding – John Gundry Play Area - playground inspection by Ken Hussey. There was some discussion around this, TC confirmed that no inspection report had been received and that she didn't think it would be done as the play area was closed. Cllr AL said that it would be better to wait until the play equipment had been repaired / refurbished. There was general agreement – completed. Regarding – John Gundry Play Area - 'little cabin'. The contractor will undertake the work on the little cabin – completed. Regarding – Cash Flow Forecast – completed. Regarding – Cash Book – completed.	

Minutes agreed: Chairman

on 3rd July 2020

	Action
<p>Regarding – Lower Walditch Play Area / Section 106 monies – completed.</p> <p>Regarding – Lower Walditch Play Area / Section 106 monies - write to Playquest – completed.</p> <p>Regarding – Dog Bins – refer to the main business.</p> <p>Main Committee 9th March 2020</p> <p>Before making further commitments with Bridport Town Council on the project, the Parish Council needs more information on ongoing costs – completed.</p> <p>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 – completed.</p> <p>Withhold payment of the invoice from Playquest (and delay signing the order for the play equipment), until confirmation from DC has been received – completed.</p> <p>Regarding the Grass Cutting Contract, the lowest of the two tenders should be considered – completed.</p>	
<p>MAIN BUSINESS</p> <p>ISSUES FROM OSPA – 7th APRIL 2020</p> <p>Dry Stone Wall, John Holt Play Area - agreement to engage independent contractor or professional to carry out a survey of the wall to specify what works need to be done and timescales.</p> <p>There was general discussion around this with regard the availability of an independent contractor who would be able to provide a quote (rather than asking the contractor who did the work previously). Cllr AL said it is not going to be easy to find a contractor to do this specialist work. TC said we may have to go back to the other contractor, his work was good, we should ask him for a quote.</p> <p>Recommendation to OSPA - Ask the relevant contractor to provide the parish council with a quote to do the work.</p> <p>Play Area Signage - Engagement of sign designer for bespoke designed play area notices. Some discussion about the content of the sign and material.</p> <p>Recommendation to OSPA - to research local firms and approach with an outline design for signage and obtain quotes.</p>	<p>Cllr AL</p> <p>Cllr AL</p>

	Action
<p>ISSUES FROM OSPA – 7th APRIL 2020</p> <p>Bothenhampton and Walditch Nature Reserve – some discussion around the position so far and our contribution to the management plan.</p> <p>Dog Bins – some discussion around the appearance of two new dog bins that have appeared in the parish (in odd places)! TC has asked the Lengthsman if this is the work of BTC and he says that it is not and has suggested that it is Dorset Council that has installed them, albeit without any notification to the parish council.</p> <p>The Chair asked TC to watch the Lengthsman invoice to ensure no extra charge is made on the parish council for the emptying of the mysterious bins.</p> <p>Cllr AL referred to the AGAR (Parish Audit Supporting Statement) which contains details of 3 dog bins, however the parish council only has one (prior to the installation of the mystery bins). TC said that she had inherited the Statement, which is actually the Asset Register and that she has already emailed it to councillors saying that it is out of date and needs revision, especially the financial elements of it (play equipment etc). There was agreement that at some point the asset register needs to be checked and reviewed.</p> <p>Recommendation to Main Committee – when appropriate form a sub-committee to check and review the asset register including revising the financial elements as necessary.</p>	
<p>AOB</p> <p>Cash Flow Forecast 2020 The Clerk had forwarded the latest iteration of the cash flow forecast (up to end April 2020) and this was reviewed by the sub-committee. The Chair referred to his email sent on the 30th April 2020 where he suggested various amendments and noted that TC had made the amendments. He asked Cllr AL to add a new line to the CFF to show a 'Playground Refurbishment Fund' to show operating costs of money going out in April and in October. Create a separate CFF showing the money coming in (April / October) and an operating cost line for each of the three play areas, and when money is spent it appears in the CFF under the relevant play area. Cllr AL agreed to do this.</p> <p>New Cash Book 2020 The Clerk had forwarded a copy of the cash book and it was agreed to use this in the future. Cllr AL said that the new cash book enables analysis of spend to be done quickly should any councillor want to monitor a particular type of expense.</p>	Cllr AL

	Action
<p>AOB (Cont)</p> <p>Cllr CA asked TC about the progress with the new internal auditor, Barry Armstrong-Marshall who has agreed to do the parish council audit this year. TC said that she has already sent a variety of documents to him and answered questions relating to the audit. She confirmed that the audit is in the early stages and should be completed in the next week or so.</p> <p>Financial Statement, Bank Reconciliation and AGAR 2019/20</p> <p>The Clerk had forwarded a copy of the Financial Statement, Bank Reconciliation and AGAR to the sub-committee. TC asked the sub-committee to review it prior to it being sent to the External Auditor. Cllr CA said that he had reviewed it.</p> <p>Cllr AL raised the issue relating to the Vital Villages Dormant Account (see Financial Statement - £203) and explained the lengthy process that she had been through to try to get the money repaid to the parish council.</p> <p>Cllr AL to ascertain the contact details of the Ombudsman and write a letter. TC offered to put the letter onto headed paper so that it is an official communication from the parish council.</p> <p>CIL Money</p> <p>The Clerk referred to the email received on 29th April from Dorset Council relating to the CIL neighbourhood proportion payment that the parish council would receive of £4,743.00 in relation to Church Rise, Old Church Road, Bridport, DT6 4BP – planning application WD/D/19/000417. Cllr AL referred to the fact that the Bridport Area Neighbourhood Plan has now been approved and that we should therefore receive 25% not 15%. TC agreed to write a response to Dorset Council to ask for 25%.</p> <p>Recommendation to Main Committee – a portion of the CIL Neighbourhood Proportion Payment should be allocated to Walditch Village Hall for the replacement of their windows.</p> <p>CA to contact the Walditch Village Hall Committee and ask them to decide on the quote for the work.</p> <p>Next Meeting</p> <p>TC asked if all could make the next meeting which is scheduled for 2pm on the 3rd July. All were able to attend.</p>	Cllr AL
<p>Meeting ended at 3pm</p>	

SUMMARY OF AGREED ACTIONS – 1st May 2020

Action	Owner	Pages
Regarding Dry Stone Wall – recommend to OSPA that they obtain quote	Cllr CA	2
Regarding Play Area signage – recommend to OSPA that they research local firms and approach with an outline design for signage and obtain quotes	Cllr CA	2
Regarding Parish Audit Supporting Statement – recommend to Main Committee that when appropriate the Chair may wish to form a sub-committee to check and review the asset register including revising the financial elements as necessary.	Cllr JB	3
Regarding Cash Flow Forecast - add a new line to the CFF to show a 'Playground Refurbishment Fund' to show operating costs of money going out in April and in October. Create a separate CFF showing the money coming in (April / October) and an operating cost line for each of the three play areas, and when money is spent it appears in the CFF under the relevant play area.	Cllr AL	3
Regarding Vital Villages Dormant Account - ascertain the contact details of the Ombudsman and write a letter. TC offered to put the letter onto headed paper so that it is an official communication from the parish council.	Cllr AL	4
Regarding CIL Money - write a response to Dorset Council to ask for 25% rather than the allocated 15%.	TC	4
Recommend to the Main Committee that a proportion of the CIL money is made available to Walditch Village Hall Committee for the replacement of the windows.	Cllr CA	4

RECOMMENDATIONS REFERRED TO MAIN COMMITTEE – 11th May 2020

Item	Page
Recommendation Parish Audit Supporting Statement (Asset Register) – when appropriate form a sub-committee to check and review the asset register including revising the financial elements as necessary.	3
Recommendation CIL Money - a portion of the CIL money is made available to Walditch Village Hall Committee for the replacement of the windows.	4

RECOMMENDATIONS REFERRED TO OSPA SUB-COMMITTEE – 29th June 2020

Item	Page
Recommendation – Dry Stone Wall. Ask the relevant contractor to provide the parish council with a quote to do the work.	2
Recommendation – Play Area Signage. Ask for a quotation from a local sign maker.	2