



Bothenhampton & Walditch
Parish Council since 1886

**MINUTES OF FINANCE AND FUNDING SUB-COMMITTEE MEETING
held REMOTELY at 2pm on 3rd July 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 | |
| MINUTES OF F&F MEETING – 1st May 2020: The minutes of 1 st May were approved, and a copy will be posted to the website. MATTERS ARISING FROM F&F MEETING ON 1st May 2020 Regarding – Dry Stone Wall – recommend to OSPA to obtain quote – action completed. Regarding – Play Area Signage – recommend to OSPA to research local firms for outline design and obtain quotes – action completed. Cllr AL confirmed that she is still designing the sign and this is ongoing. Regarding – Parish Audit Supporting Statement - recommend to Main Committee to form sub-committee to check and review the asset register including revising the financial elements as necessary – action completed. (See page 2) Regarding – Cash Flow Forecast, add ‘playground refurbishment fund’, to show operating costs and money going in and out. Create a separate CFF showing operating cost lines for each of the three play areas – action completed. | |

Minutes agreed: Chairman

on 4th September 2020

| | Action |
|---|---------------|
| <p>Regarding – Vital Villages Dormant Account – money has been received and matter closed.</p> <p>Regarding – CIL Money – communication with Dorset Council regarding the percentage of monies made available to the parish council resulted in no change. Matter closed.</p> | |
| <p>Recommendations from the Main Committee 1st June 2020</p> <p>Parish Audit Supporting Statement – Some discussion around this and Cllr CA said that the sub-committee would undertake this at some point after the lockdown. TC suggested additional councillors could help out. Roll Over</p> <p>BANP JCC – Cllr GS had submitted a written account of the BANP JCC meeting she had attended, in particular to the request for a contribution of £500 from the parish council. There was discussion around this and whether the council was obliged to contribute to various projects that did not necessarily benefit the Bothenhampton and Walditch parish. Cllr AL said that Cllr GS needs to clarify the parish council's involvement in the BANP JCC.</p> <p>Grant to Holy Trinity Old Church, Bothenhampton – the original request from the church had been refused but the churchwarden had made a second request for our consideration.</p> <p>The Clerk had emailed the current list of grants that may be requested during the year to councillors and there was discussion around this. It was concluded that there is sufficient surplus money available for an award that matched the award given to St Mary's Church, Walditch in the sum of £750 however, it was agreed to carry on supporting on a bi-annual basis.</p> <p>TC to write to Holy Trinity Old Church advising them of the award and make it clear that the parish council will be supporting both churches on a bi-annual basis. Take to Main Committee for ratification on 13th July 2020.</p> | |
| <p>MAIN BUSINESS</p> <p>Cash Flow Forecast - Cllr CA raised a query with regards the playground refurbishment fund. TC agreed to review and correct.</p> | |

| | Action |
|--|---------|
| <p>John Gundry Play Area Quote for felling remaining trees – TC had emailed the table of contractors that had been selected with their quoted prices to councillors prior to the meeting.</p> <p>She outlined the fact that OSPA had already recommended the parish council opt for the lowest contractor and were asking for ratification from the F&F sub-committee prior to its agreement at Main Committee on 13th July 2020.</p> <p>The F&F Committee AGREED the lowest contractor should be selected</p> <p>Missing Payment – there was discussion around this and how to inform the main committee. It was agreed that Cllr CA will write a confidential supplementary note outlining the situation and that this to be circulated with the Agenda for the meeting on the 13th July 2020. Roll over.</p> <p>Bothenhampton Working Men’s Club - Cllr AL provided some information around this matter which was raised at OSPA and relates to the fact that the parish council needs some storage area for equipment and the filing cabinet. Cllr AL said that OSPA wants to approach the current owners to rent some storage space. There was discussion around this and the need for obtaining storage space. Agreed to refer to main committee meeting on 13th July 2020.</p> <p>Budget for Dry Stone Wall, John Holt Play Area - Cllr AL has had a further look at the wall and felt the wall was quite solid and should stand for some years to come. There is some ivy that has undermined the wall however this is being dealt with. Cllr AL said a small fund could be set up however as the wall could be standing for some years to come this was not agreed. Matter concluded.</p> | Cllr CA |
| <p>AOB</p> <p>Insurance Cover for Play Equipment - Cllr AL mentioned the parish council’s insurance and the fact that Cllr GS and Cllr JB are going to look at the play equipment and determine whether the insurance cover the parish council currently has is adequate.</p> <p>Notice Boards - Cllr AL referred to the various notice boards that the parish council has and their state of disrepair, in particular that several are now no longer watertight, therefore any papers that are pinned up deteriorate rapidly due to damp. The worse notice boards are Jellyfields, Crown Way and Pasture Way. It was agreed that at the end of the financial year if there are surplus funds, we could replace one or two of the notice boards and others in subsequent years.</p> | |

| | Action |
|---|--------|
| PlayQuest and work on the Lower Walditch Play Area -Cllr CA referred to the monies already paid to PlayQuest and to the next payment which is due on 10 th July 2020. TC to ask for confirmation of their start date – being 20 th July before the second payment is released. | TC |
| Playdale and work on the John Gundry Play Area - Cllr CA referred to the payment made to Playdale and asked TC to chase them to ensure that they will start work on the 17 th August 2020. | TC |
| Meeting ended at 3.10pm | |
| Next Meeting – 4 th September 2020 at Stoneleigh, 2pm (unless lockdown continues) | |

ITEMS ROLLED OVER – 3rd July 2020

| Action | Owner | Page |
|--|---------|------|
| Regarding Parish Audit Supporting Statement – F&F sub-committee would undertake this at some point after the lockdown together with additional councillors if necessary. | Cllr CA | 2 |
| Regarding Missing Payment – inform F&F of further developments | TC | 3 |

SUMMARY OF AGREED ACTIONS – 3rd July 2020

| Action | Owner | Pages |
|--|---------|-------|
| Regarding Missing Payment –a confidential supplementary note outlining the situation to be circulated with the Agenda for the meeting on the 13 th July 2020. | Cllr CA | 3 |
| Regarding PlayQuest and work on the Lower Walditch Play Area - TC to ask for confirmation of their start date – being 20 th July before the second payment is released. | TC | 4 |
| Regarding Playdale and work on the John Gundry Play Area - TC to chase contractor to ensure that they will start work on the 17 th August 2020. | TC | 4 |

RECOMMENDATIONS REFERRED TO MAIN COMMITTEE – 13th July 2020

| Item | Page |
|---|------|
| Recommendation regarding BANP JCC – Cllrs attending BANP to clarify the parish council's involvement in the BANP JCC and what any monies awarded will be used for. | 2 |
| Recommendation regarding Grant to Holy Trinity Old Church, Bothenhampton – Agreement for a grant award that matches the sum given to St Mary's Church, Walditch of £750. Agreement to continue supporting both churches on a bi-annual basis. | 2 |
| Recommendation regarding Bothenhampton Working Men's Club / Need for storage – for discussion. | 3 |

RECOMMENDATIONS REFERRED TO OSPA SUB-COMMITTEE – 31st August 2020

| Item | Page |
|------|------|
| None | |