



Holybrook Parish Council

Serving the communities of Beansheaf Farm and Fords Farm

Finance Committee Meeting Minutes

Date of Meeting	3 rd July 2017
Location	Beansheaf Community Centre
Present	Cllrs. Tull (Chair), H. Mistry (Vice-Chair), and Bedwell, Littlewood and S. Mistry. Also present: Pam Kirkpatrick (Clerk)
Circulation	All Finance Committee members

No.	Notes	Action
F01-17/18	<p>Open forum for members of the public</p> <p>None.</p>	
F02-17/18	<p>Apologies for absence</p> <p>None.</p>	
F03-17/18	<p>Declarations of interest relevant to the Agenda</p> <p>None.</p>	
F04-17/18	<p>Minutes</p> <p>The Minutes of the Committee meeting on 6th March 2017 were APPROVED. Proposed by Cllr Bedwell and seconded by Cllr S. Mistry.</p>	
F05-17/18	<p>Matters arising from the Minutes</p> <p>The Clerk provided the following update on the actions from the meeting on 6th March 2017:</p> <p>F24-16/17 – Bank balances, earmarked funds and capital reserves: A replacement window pane for the Linear Hall will be approximately £139.00 plus VAT. It is unclear whether it is possible to replace the handles and it was therefore AGREED that the pane of glass be replaced and the company be asked if it is possible to have replacement handles or whether it would be safe to have the affected windows sealed. It was further AGREED that these repair works should not exceed £600 + VAT.</p> <p>F26/16/17 – Budget – current year actual against forecast: Members were advised that production and delivery costs of the ‘special edition’ A5 newsletter would not be increased as the amount of paper was staying the same.</p> <p>Therefore, Members AGREED that additional advertisers be approached for these newsletters with a proposal that a full page advertisement be £100.00 for two editions or £50.00 for a half page advertisement for two editions. It was further AGREED that the special edition newsletter will be in December and June with the first edition being produced in June 2018 so that the current advertisers can be fairly advised of the change.</p> <p>F27/16/17 – Insurance 2017/18: Clerk confirmed insured price of the multi-use games area is correct and sufficient.</p>	

No.	Notes	Action
<p>F05–17/18 cont.</p>	<p>F28/16/17 – Beansheaf Centre Hire Rates: The Clerk confirmed that The Keep has been refurbished but is still awaiting a 'coffee making area'. The archiving was moved and the newly created storage space is being used by hirers. Shelving has not been installed as it currently is not necessary.</p> <p>Members were given information on current hall usage compared to hire over the previous year. Classes were advertised in the newsletter, on the website and on Facebook but more could be done.</p> <p>Cllr Bedwell read a positive e-mail from the Beansheaf Pre-school.</p> <p>Members AGREED that pricing would, again, remain fixed. Hirers should be looked after and the Beansheaf Centre kept in a good condition. To help achieve this the following actions are to be completed:</p> <ul style="list-style-type: none"> - Hirers are to be informed of the price freeze. However, these prices can only be maintained if the centre is looked after i.e., cupboards are kept clutter free and used mindfully of others, that the rooms are cleared of clutter following their hire period leaving the room clear and user friendly for others. - The Clerk is to remove the old plastic chairs from The Keep (Garage for storage) and replace with upholstered chairs from the Beansheaf Room. - Ask long-standing hirers to complete a 'Google Review' and, perhaps, produce a piece for the Holybrook Newsletter/website. - Place the new trestle tables in The Keep and move old, tatty ones to Cleaner's cupboard. - Consider marketing photos/video to promote hall usage. - Offer current hirers a 'recommend a friend' promotion this could include money off their hire for one month or a free advertisement in the Parish newsletter. - Clerk to offer a reduced rate to hirers during identified 'off-peak' times which includes after-school hours and school holidays. - Office to increase social media usage advertising class lists but also individual groups and hire times available. <p>F31-16/17 – The Clerk has made tentative enquiries regarding the change in Data Protection regulations but will not review formally until the end of the year.</p>	
<p>F06–17/18</p>	<p>Bank balances, earmarked funds and capital reserves</p> <p>The Clerk provided an Interim Financial Report with the agenda. This was discussed and APPROVED by the committee. Members noted there are currently some very minor under and over spends but generally all cost centres are on track at this early stage of the financial year.</p>	

No.	Notes	Action
F07-17/18	<p>Community Infrastructure Levy (CIL) and 5-year plan</p> <p>1) Members discussed the CIL monies and AGREED:</p> <ul style="list-style-type: none"> - A formal plan is to be presented to full Council for approval. This is to include project ideas, with Council to recommend any further ideas (totalling approximately 10 suggestions), timescale and public consultation plans; - The monies should be split, ideally, equally between projects in three areas; Fords Farm, Beansheaf Farm and the whole of Holybrook. - The Clerk is to write to the following groups (key stakeholders) for their input of project ideas: Kennet Valley Community Association, Kennet Valley School and Kennet Valley Free Church. Additionally, the Friends of Linear Park to be approached for possible joint liaison. <p>All Members were asked for a list of potential project ideas to present to full Council. The following were suggested:</p> <ul style="list-style-type: none"> - Community 'Adopt a Verge' (Holybrook); - Permanent outdoor table tennis table (Beansheaf); - Outdoor adult gym (Beansheaf); - Path from Fords Farm onto Holymead recreation ground (Fords Farm); - Improve the paths in Linear Park (Holybrook) - Windows and kitchen improvements, Beansheaf Centre (Beansheaf) - Tree planting on The Chase and Carters Rise (Holybrook) <p>Note: it will have to be ensured that all proposed projects are appropriate to CIL expenditure regulations, that appropriate permissions are sought and on-going expenditure relating to the proposed projects is considered.</p> <p>2) Members AGREED the following timeline (to be Ratified by full Council):</p> <p>24.07.2017 – Formal plan presented to Council for approval/recommendations; 30.09.2017 – Deadline for responses from key stakeholders; 23.10.2017- Finance Committee to finalise project list including projected costings and agree wording/questions for public consultation; 30.10.2017 – Include public consultation in December newsletter (this may be as an additional insert with associated costs) and Survey Monkey poll to be made available on website, Facebook and Twitter.</p> <p>The Clerk is to obtain quotes for replacement windows and kitchen in the Beansheaf Centre, path at the Holymead and table tennis table.</p>	
	<p>There being no other business, the meeting closed at 8.45pm</p>	

Signed: Dated:

Minutes prepared by	Pamela Kirkpatrick, Clerk
Minutes dated	4 th July 2017