

Meeting: Finance & Asset Committee
Date: 19 October 2022
Time: 7.30pm
Venue: Room 16, Rendlesham Community Centre

Present: Mike Stevenson (Chairman); Dave Moore;
James Carter;

In attendance: Heather Heelis – Parish Clerk

Under Standing Order No. 1. c) Meetings will last no longer than 2 hours and 1. d) If the business of the meeting has not been concluded after 2 hours a resolution will be taken to continue the meeting for no longer than 30 minutes to conclude or defer the business in hand.

MINUTES

1. Apologies

Mike Parry and Martyn Redfern

2. Declarations of Interest

Mike Stevenson – non-pecuniary interest in item 9.

3. To approve minutes

- a) 21 April 2022, including confidential minutes (no July meeting held) – **Agreed**.

4. Grants/Donations

- a) Suffolk Accident Rescue Service – **Agreed** £150.

5. Clerk's Report

- a) Consideration of the Car Park Condition Report –

Mike Stevenson presented the report. It was **agreed** to obtain a quote for cleaning out the drains in the car park and village square.

It was noted that there were an increasing number of non-community centre vehicles parked in the community centre car park.

- b) Replacement of Village Square planters – **Agreed** to purchase 3 recycled planter seats.

6. Website Hosting (James Carter)

Action: Research Martlesham Parish Council's website with a view to update the look of our website. Clerk.

7. IT (Dave Moore)

Dave Moore reported that the IT in the office was adequate, however the phone system needed updating. He recommended an IP system which would support multi-desk activity. There is a fixed fee for this system and programable. £10 per phone per month. The phones are £100 each.

Agreed to purchase 3 phones for each of the offices. Cabling would be needed as the phones are hard-wired.

Agreed to obtain a quote from Glenn Knights for the cabling.



Programming the phone system – **agreed** to ask the supplier for a quote to install the hardware and programme the system.

It was noted that County Broadband were installing broadband on 4 November 2022. There may be a break in services for a few hours whilst the number was transferred to County Broadband. Dave Moore proposed 3 different WiFi identities.

Agreed to action the phone system installation as soon as possible.

8. Additions to the Committee Terms of Reference

a) Chairs ensure that decisions made are ^{in line with} ~~in line~~ with CAS, and a suggestion to minute when this has happened so there is a record of due consideration

b) A suggestion this committee includes at least 1 strategic aim that the group agrees has an environmental benefit.

The above additions were **agreed**.

9. Land Transfer

Update and consideration of other available land

The meeting was closed to the press and public for the duration of this item.

10. Strategic aims for the next quarter

- a) Pursue the transfer of areas of land from East Suffolk Council to the Parish Council
- b) Office phone system
- c) Asset review at Jubilee Park – An inventory has been put together of the contents of the pavilion. **Agreed** to circulate the list to all councillors in an effort to identify owners.

Action: identify whether the showers have been physically disconnected.

- d) Any other strategic aims to consider – none.

11. Finance Report – First and Second Quarter

It was suggested that the beacon is lit for Fireworks night.

12. Budget 2023-2024

- a) Finance budget - This item as deferred to the full Council meeting.
- b) Asset budget - This item as deferred to the full Council meeting.
- c) Consolidated budget - This item as deferred to the full Council meeting.
- d) Recommendation to full Council on 7 November 2022 – It was **agreed** to arrange a further meeting on 3 November 2022, 7.30pm to discuss the draft budget and recommendation to full Council.

13. Articles for the Magazine

None.

14. 2023 meetings: 19 January 20 April 27 July 19 October

Meeting closed at 21:53



SIGNED

DATED 19/1/23