



# Rendlesham Parish Council

*'Committed to actively engage'*

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Parish Clerk

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**Meeting:** Finance & Asset Committee  
**Date:** 8 February 2018  
**Time:** 8pm  
**Venue:** Jubilee Park Pavilion

**Members:** Mike Stevenson (Chairman), Nigel Harding, Mike Parry, Martyn Redfern and Kay Nash

**Present:** Mike Stevenson (Chairman), Mike Parry and Kay Nash

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

Nigel Harding and Martyn Redfern. Apologies accepted.

### 2. Declarations of Interest

None.

### 3. Minutes of the meeting held on 10 November 2017

Agreed.

### 4. Co-option of Members

It was resolved to co-opt Martyn Redfern onto the F&A Committee.

### 5. Finance Report

It was noted that the copy shop charges are due for a review. It was noted that people using the copy shop valued the service that the Parish council provided.

**Action:** Clerk to confirm the amount of donations paid out this year to date.

It was noted to increase the IT budget with the £1,000 agreed by full Council for the new website.

It was noted that the offer of replacement cherry trees opposite Rockford House has not been taken up due to a disease, however, the offer had been noted.

It was suggested that a village wide survey of the village trees could be undertaken.

**6. Grants/Donations**

- a) Neighbourhood Watch – It was **agreed** to donate £50.

**7. Website development – update**

The Clerk reported that progress had been slow and more photos were needed. The Clerk would go ahead with finalising the website by the end of March.

**Action:** Clerk to investigate the possibility of including the newsletter on the website.

**8. Consideration of purchase of the following items:**

- a) Catering BBQ – It was **agreed** to purchase a Cinders Slimfold TG160 commercial BBQ at a cost of £1,550 excl VAT from the Community Development Fund and gas from the Asset Maintenance Fund. It was noted that around £150 in donations had been received. It was noted that the gas needs to be stored in a secure cage.
- b) Projector – It was **agreed** that this would be an asset for the Parish Council.  
**Action:** Mike Parry to recommend a model and cost to the next meeting.
- c) Leaflet display holder – It was **agreed** to purchase 1 x A5 and 1 x DL leaflet holder
- d) Additional litter bins – It was **agreed** to replace the 2 x bins in Towerfield Road and Fountain Road with the Royal litter bin at £235 + VAT including installation. To come out of the 2018-2019 Capex budget.

**Action:** Clerk to organise purchase and installation.

**9. Direction signs to Jubilee Park**

It was **agreed** to obtain quotes for correx event direction signs to Jubilee Park and associated parking.

**Action:** Clerk to obtain quotes for correx event direction signs to Jubilee Park and associated parking.

**10. Newsletter – postage costs**

Agreed that the costs were acceptable at this time. No further action.

**11. Participatory Budgeting 2018**

To confirm the amount for the 2018-2019 vote would be £5,000 (2017-2018 and 2018-2019 budget funds).

**Action:** Clerk to advertise in the newsletter, on FB, ENEWS and on the website. A tear off slip in the newsletter for suggestions by the end of March.

**12. Consideration of in-house PAT testing**

Deferred.

**13. Matters for the next meeting**

- a) Walnut Tree Services.

**14. Articles for the newsletter**

Participatory Budgeting.

**15. Next meeting: 12<sup>th</sup> April 2018**

**16. Dates of 2018 meetings: 14<sup>th</sup> June, 11<sup>th</sup> October, 8<sup>th</sup> November, 13<sup>th</sup> December**

*Meeting closed at 21:47*