

**Meeting:** Finance & Asset Committee  
**Date:** 14<sup>th</sup> June 2018  
**Time:** 7.30pm  
**Venue:** Jubilee Park Pavilion

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

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

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. Election of Chair**

Kay Nash proposed Mike Stevenson. Mike Parry seconded. **Agreed** unanimously.

### **2. Election of Vice Chair**

Not appointed.

### **3. Apologies**

Mike Stevenson - away

### **4. Declarations of Interest**

None.

### **5. Minutes of the meeting held on 12<sup>th</sup> April 2018**

**Agreed.**

### **6. Finance Report**

Matters to address from the 2017-2018 year end accounts:

- a) Statement of Significant Variances – circulated and noted.
- b) Year End Reserves – deferred to the next meeting.

**Action:** Clerk to produce a report on reserves.

- c) External – papers sent and notice up

### **7. Grants/Donations**

- a) Suffolk Wildlife Trust – It was queried as to how do they choose the 10 families?

It was **agreed** to request for feedback on the success of the project.



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KN propose give them £290 and give guidance to approach the children's centre to reach families in Rendlesham and that the £90 given in room hire is returned to the grant budget. Feedback to be requested on how successful the project was. **Agreed.**

b) Lighthouse project – agreed £100.

**8. Invoicing software- update**

The Clerk reported that RBS did not offer software for invoices. Given the amount of invoices produced each year it was **agreed** not to pursue this.

**9. Office Telephone Contract**

Renewal of contract – Martyn Redfern suggested using Skype. **Agreed** to research and come up with options.

**Action:** Research phone and internet options, including Skype.

**10. Suffolk SafeKey**

Renewal of subscription – noted.

**11. Bottle Bank signage (Martyn Redfern)**

Martyn Redfern had read and commented on the contract.

**Action:** Clerk to check the point about contribution to maintenance of the car park.

**12. Mayhew Road – Gates and fencing repairs**

**Agreed** to survey the fence and gates and take any appropriate action up to £1,000.

**13. Copy Shop**

a) Review of Charges – deferred to the next meeting.

**14. Website development – update**

**Agreed** for the Clerk to commission the website to go live. It was agreed at this time to publish on the website approved Minutes from January 2018 onwards.

**Action:** To put on the full Council agenda. Recommend a policy that the Council only publishes approved minutes.

**15. Signage to Jubilee Park**

The new event signage arrived and worked well for the Rendlesham Show.

**16. Participatory Budgeting 2018**

Request for volunteers for the voting sessions.

Fri pm – Kay, 3-7pm

Fri pm – Nigel 3-4pm

Fri pm – Martyn , from 5pm

  
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Sat am – Mike 10-12pm

**Action:** Clerk to respond to the query re postal voting.

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

KN propose that the kit is purchased and 2 people trained. Mike Parry and Mike Bone (Village Handyman).

**18. Rockford House**

Consideration of grass cutting contract

It was **agreed** to charge £30 per cut. Invoice once a year at the end of the cutting season (October). The Park Keeper to be paid the additional hours.

**19. Matters for the next meeting**

- a) Request for 2 Benches for Suffolk Drive – deferred to the full Council meeting on 2 July.

**20. Articles for the newsletter**

- a) Result of the PB vote.
- b) Promotion of the new website.
- c) Advertising the grant scheme and how much money is in the budget each year. Report on the recent grants given.

**21. Next meeting: 11<sup>th</sup> October**

**22. Dates of 2018 meetings: 8<sup>th</sup> November, 13<sup>th</sup> December**

Meeting closed at 21:24

SIGNED  \_\_\_\_\_

DATED 17/10/18. \_\_\_\_\_