

Meeting: Finance & Asset Committee
Date: 17 October 2018
Time: 7.30pm
Venue: Jubilee Park Pavilion

Members: Mike Stevenson (Chairman), Nigel Harding, Mike Parry, Martyn Redfern 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**
Mike Parry.
2. **Declarations of Interest**
None.
3. **Minutes of the meeting held on 14th June 2018**
Agreed.
4. **Rendlesham Parish Newsletter**

a) Correspondence from resident

- i) To include a letters page in the newsletter – Martyn Redfern gave an overview of pros and cons of the suggestion.

Following discussion it was **agreed** to respond to the resident thanking them for their suggestion saying that the matter had been discussed, the reasons why the suggestion is not a viable option including the issues surrounding GDPR.

Action: Clerk to respond to the resident.

It was **resolved** not to pursue inclusion of a letters' page in the newsletter.

Action: To undertake a communication's survey. To be put on the November full Council meeting.

- ii) Complaint re the September front page. Noted that the Boardwalk did feature on the front page. Respond that the newsletter is for Rendlesham not solely about Rendlesham.
- iii) The email received on 1 October 2018. It was noted that the October issue was not the first time the newsletter was delivered before the 1st of the month. The newsletter is reliant on volunteers to deliver, at their convenience, the monthly newsletter. It was **resolved** not to respond to the email.



- b) FOI Request – the FOI request was dealt with as the deadline was 16 October 2018 to respond. The response was to notify the resident that the information they requested had been provided when he inspected the 2017-2018 accounts on 10 July 2018.

5. Approval of Rendlesham Youth Club Charity Annual Accounts

The 2016-2017 accounts were duly **approved**. It was noted that the accounts had been submitted to the Charity Commission.

6. Finance

- a) External Audit report – Noted.
- b) Budget 2019 – 2020 – the draft budget was approved.

7. Grants/Donations

- a) CAB - Thank you letter
- b) Suffolk Neighbourhood Watch – Thank you letter
- c) EACH – Thank you letter.
- d) Suffolk Accident Rescue Service – **Agreed** £200.

8. Annual Renewal of Contracts

- a) One Suffolk website hosting – **Agreed** not to renew.
- b) BT Office Telephone and Broadband (expired 30.9.18) – Deferred to the next meeting.
- c) Data Protection Registration – to note renewal. Noted.
- d) Anti virus software – to note renewal. Noted.

9. Setting benchmarks

- a) Insurance claim – To consider setting a minimum level for making a claim.
Action: Martyn Redfern to review the policy and come back to the next meeting with recommendations.
Action: Clerk to send Martyn Redfern the policy.

9:30pm **Agreed** to continue for a further 30 minutes.

- b) Frequency of encashing cheques - **Action:** Agreed to highlight wording at the bottom on invoices that our preferred method of payment is BACS. **Agreed** to bank the cheques once a month.

10. Review of Copy Shop charges

Clerk to calculate the actual costs and report back to the December F&A Meeting

11. Community Centre - water use

Action: Request a copy of the November water bill.

12. Remembrance Day

- a) Purchase of 3 crosses – **Agreed** at a cost of £45. Mike Stevenson to attend Wickham Market and Kay Nash to attend the Rendlesham service.
- b) Royal British Legion 100th Anniversary War Grave Commemoration – To appoint a representative to attend St Gregory's Church war grave at 11.00 am on 8 November 2018 to lay a special RBL poppy cross (to be supplied). **Agreed** Nigel Harding to attend.

13. Mayhew Road – Gates and fencing repairs update

Agreed to replace the whole of the fencing as soon as possible. Authority delegated to the Clerk to place the contract. **Agreed** to move the gates as part of the works.

14. Christmas Lights

- a) PAT testing for Christmas Lights – to be carried out on 19 October.
- b) BBQ - Scouts (KN) – **Agreed**.
- c) Christmas Market Stalls - the event will go ahead again this year.
- d) Consideration of external suppliers for the supply of Christmas lights. To be considered for 2019.
- e) Children's Christmas Card Competition – to consider whether to run the competition.
Agreed not to run a competition this year.

15. Pavilion lighting

Agreed to purchase 5ft LED light strips and covers. **Agreed** a budget of £250 to be recovered from JP. Clerk delegated to decide.

16. Purchase of Hi-Vis clothing

Agreed 8 x XL and 7 x XXL vests.

17. Matters for the next meeting
None.

18. Articles for the newsletter
None.

19. Next meeting: 8th November

20. Dates of 2018 meetings: 13th December

Meeting closed at 10:03pm

SIGNED  _____

DATED 8/11/18 _____