

Meeting: Finance & Asset Committee
Date: 8 November 2018
Time: 7.30pm
Venue: Jubilee Park Pavilion

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

Present: 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

None.

2. Declarations of Interest

Nigel Harding declared a pecuniary interest in item 7.a)

3. Minutes of the meeting held on 17 October 2018

Agreed.

4. Rendlesham Parish Newsletter

- a) Communications Survey – the Clerk confirmed that this had not been included on the November agenda. **Agreed** to put on the January full Council agenda.

5. Approval of Rendlesham Youth Club Charity Annual Accounts

Completed at the last meeting.

6. Finance

- a) External Audit report – completed at the previous meeting.
- b) Budget 2019 – 2020 – the draft consolidated budget was considered and deferred to the December meeting following the Planning meeting.

7. Grants/Donations

- a) Rendlesham PCC – Annual donation – the Clerk confirmed that the donation had been paid as per delegated powers.
- b) Wickham Market First Responders – **Agreed** to donate £100. Nigel Harding proposed. Mike Stevenson seconded. **Agreed** unanimously.
- c) CAB – **Agreed** £150.



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- d) SWT – **Agreed** to delegate the final amount to be agreed by the Clerk for a grant up to up to £200 plus the £90 room hire based on how they are running their family learning session and how much these would be.

It was **agreed** that the Asset Contingency budget would be used for any additional funds or shortfall needed for grants/donations in this financial year.

8. Annual Renewal of Contracts

- e) BT Office Telephone and Broadband (expired 30.9.18) – Ongoing.

9. Setting benchmarks

- c) Insurance claim – To consider setting a minimum level for making a claim. The Clerk has sent the policy documents to Martyn Redfern. Ongoing.

10. Review of Copy Shop charges

Ongoing.

11. Community Centre - water use

Still awaiting the November water bill.

12. Suffolk Coast & Heaths AONB

Village Centre Management Plan. Deferred.

13. Mayhew Road – Gates and fencing repairs update

Quotes are being sought including the relocation of the pedestrian and maintenance access points.

Agreed to put the Jubilee Park play area fence on the JP agenda.

Agreed to donate the fencing to the Deben Community Farm. To be removed offsite immediately after it has been dismantled.

14. Christmas Lights

Kay Nash reported that a new Santa, snowman and sleigh has been purchased. The Christmas lights would be erected on 24 November at 8am. Martin Redfern offered to help in the afternoon. Nigel Harding to lend his poles. Electrical installation to be carried out the previous Monday. The Switch On is 2 December – volunteers needed from 3pm.

15. Pavilion lighting

It was **agreed** to replace the lighting with 5ft lights, including the emergency lights. **Agreed** to pass over to the Jubilee Park Committee.

16. Matters for the next meeting

None.

17. Articles for the newsletter

None.



18. **Next meeting:** 13 December 2018

19. **Dates of 2018 meetings:** 13th December

Meeting closed at 21:15

SIGNED  _____

DATED 13/12/18 _____