



Finance Committee Meeting, 21 October 2021: confirmed Minutes

	<p>Present: Cllr Chris Meade (Chair of Finance), Cllr Alison Melvin (Chair), Lisa Spindler (Clerk), Karen Ray (RFO), Sue Hodder (Consultant).</p>
1.	<p>Weekly/Monthly payments Prompt payment of suppliers and contractors' invoices is an agreed goal. It was therefore agreed that invoices will be processed for payment weekly, rather than monthly.</p>
2.	<p>Bank Balances and Reserves BPC's current bank account balances are: Current Account £53,468, Deposit Account £68,641. KR noted that these balances include some CIL funding, with further CIL funding yet to be paid by SDNPA and EHDC. LS noted that other parish councils include their bank account balances in their council minutes. It was agreed that BPC will adopt this practice. Action Point #1: KR and LS to clarify how much CIL funding will become available to BPC beyond the amounts currently within BPC's bank balances. Action Point #2: KR to include bank account balances in future council minutes. It was agreed that £18,000 funds be transferred from the current account to the deposit account. Action Point #3: KR will arrange this transfer. Oval & Blacknest Fields Charitable Trust bank account was recently set up. Council needs to decide what funds need to be transferred into this account to provide a working balance. This account will also receive income from Blacknest grazing and any Oval income. S106 - LS noted that already-secured £12,404 SDNPA s106 monies available to BPC for transport-related projects. This could be transferred into the Charity Bank account as its working balance, since Blacknest Fields WG needs to progress transport-related projects. This was agreed, subject to the confirmations of SDNPA and Tim Light (auditor), respectively, that (i) there is no legal reason to prevent SDNPA from paying CIL funding to Charitable Trust account and (ii) to clarify whether CIL allocated to Charitable Trust can be re-transferred to BPC's main account subsequently. CIL Call for Projects: LS noted that further CIL funding bids are currently being invited by SDNPA under its 2020-21 'Call for Projects' (per Chris Paterson 9 October email.) Action Point #4: AM to check query (i) above with Chris Paterson at SDNPA, and to consider making a further bid to SDNPA's 2020-21 Call for CIL Projects for Blacknest Fields. Action Point #5: KR to check item (ii) above with Tim Light. Amounts that the BPC's accounts show as 'reserved' for specific projects was also updated.</p>
3.	<p>Half yearly accounts/precept For 2022 budgets, KR will clarify as many items as possible by early Nov, to prepare for 2022 precept, which Finance Committee will discuss by end Nov. Action Point #6: AM will advise KR/LS on assumptions about Blacknest Fields expenses and grant income by early Nov.</p>
4.	<p>Football and Cricket Contracts Annual football fee and pitch-marking charges have been agreed for 2021/22 season. Action Point #7: LS to confirm key contract terms by email to Vicky Soden (contract to follow). Action Point #8: AM to restructure current draft Football Contract to create a format that can be used as a template for Tennis contract.</p>
5.	<p>Cricket nets and groundwork quotes SH presented recommendation to use Nottsport for replacement of Cricket Nets as a 'community project', at a cost of £15,332 (at BPC's sole expense), using EHDC CIL funding to cover entire item. Work could commence in Dec. All present discussed if other community users could be interested in using the nets, other than Binsted and Rowledge cricket teams. Binsted school may like to use, however it is unclear what other Community users there could be. All agree this long-running</p>

	<p>question of replacing the cricket nets must be resolved. All other cricket-specific expenses are billed to Cricket Clubs (aside from net) and any income from net hire will be for the Council. The question of net hire income was unresolved. SH advised there is no need to take net purchase for decision by full council (as 3 quotes already obtained). CM proposed that, since the value is so significant, discussion/decision be taken to full council prior to placing order, which was agreed.</p> <p>Action Point #9: LS/all add as an Agenda item for Nov Full Council meeting before placing order or submitting application to EHDC Community Funding Officer to release CIL funds.</p>
6.	<p>Utilities</p> <p>(i) Fuel supply contract.</p> <p>KR confirmed that BPC currently has a fixed price EDF gas/electricity contract with c.18 months to run. It was agreed to start an analysis of alternative suppliers with green tariffs.</p> <p>Action Point #10: AM will share recently gathered information on green tariffs.</p> <p>Energy audit/savings.</p> <p>High energy bills suggest a clear need to implement energy saving measures e.g. Insulation and replacement of fluorescent tubes.</p> <p>Action Point #11: AM will research who can undertake an energy audit this autumn.</p>
7.	<p>Groundsman costs</p> <p>KR noted proposal for groundsman labour rate to increase for 2022. This was agreed - it is in line with current market rates.</p> <p>AM presented a breakdown of groundsman costs by activity during last 12 months.</p> <p>Bonfires: It was noted that £568.50 was spent during the past year on supervising bonfires. It was agreed that no further bonfires should be held at Binsted Rec, as compost bins being installed.</p> <p>Grass Bank: Entrance bank grass had been cut 17 times in past year, at a cost of £448. It was agreed to investigate replacing mown grass with pollinator-friendly low maintenance plants with year-round interest; SH suggested that District Cllr Enviro grant may fund the new planting.</p> <p>Dog-poo bins: Council plans to install additional dog-poo bins. KR/LS are getting bin emptying quotes (Norse, Groundsman, Veolia) for. No bins will be ordered until emptying quotes reviewed.</p> <p>A '5 year plan' for Rec vegetation management is agreed as a good idea, to be progressed in 2022.</p> <p>Action Point #12: AM to consult eminent local gardeners on ideas for a low-maintenance, pollinator-friendly planting scheme for the entrance bank.</p> <p>Action Point #13: Misc admin points - LS will progress Christmas lights; KR will facilitate Rob Dale obtaining IT details of sports match fixtures.</p> <p>Action Point #14: AM to discuss (with LS and Clair Walley) allotment future path mowing.</p> <p>Action Point #15: KR to obtain quotes for dog-poo-bin emptying from Norse and Veolia.</p> <p>Action Point #16: LS to thank Rob for his ongoing assistance, clarify forward activities (i.e. rates, bonfires, bank mowing, bin management); & set a New Year date for a planning meeting.</p>
8.	<p>Broadband provider needs updating</p> <p>KR advised that current (BT internet) contract comes up for renewal in Jan 2022. It was agreed that there is a need to switch to improve reliability. Action Point #17: AM and LS will shortlist potential substitute suppliers, for Council decision in December.</p>
9.	<p>Tennis and Croquet Contract and club's use of the pavilion</p> <p>LS advised there is no current contract covering the Tennis and Croquet club use of Binsted Rec. It was agreed a modest increase to the current annual fee will be proposed, with clarification that the Tennis Club can use the Pavilion for its AGM. A contract will be put in place.</p> <p>Action Point #18: LS to email Nial to confirm above and arrange a meeting date.</p>
10.	<p>Keyholder/gate keeper contract</p> <p>Rates paid to Sarah Shadey for key holder services were discussed. It was agreed to offer a 3% increase, from 1 November. Contract to be drawn up, suggesting annual review each 1 November.</p> <p>Action Point #19: LS to advise Sarah Shadey of the above offer.</p>