

FINANCE COMMITTEE MINUTES

MINUTES of the Wrockwardine Wood & Trench Parish Council Finance Committee Meeting held on Tuesday 3rd September 2019 at the Parish Council Centre, Church Road, Wrockwardine Wood at 6.00pm.

PRESENT: Cllr's. C. Smith (Vice-Chair), F. Doran, L. Madeley, H. Smith

19/1118 Welcome by the Vice- Chairman

Councillor Charles Smith welcomed everyone to the meeting and took the Chair in the absence of Councillor Anne Watkins.

19/1119 Apologies

Apologies were received from Councillor Anne Watkins.

19/1120 Disclosable Pecuniary Interests

None were disclosed.

19/1121 Minutes of the previous meeting on the 25th July 2019

RESOLVED that the Minutes of the Extra-ordinary Finance Committee Meeting held on Thursday 25th July 2019 were confirmed as a correct record and signed by the Vice-Chair.

19/1122 Grant requests

No grant requests were received.

19/1123 Parking issues outside Holy Trinity Church, Church Road

Holy Trinity Church, Wrockwardine Wood are experiencing problems with parking for the hearse and mourner's cars when funerals take place. The problem has been made worse by the introduction of yellow lines in Church Road. The Clerk attended a meeting in August with Councillors Shirley and Stephen Reynolds, representatives from the church and officers from Telford & Wrekin Highways Department to discuss options to alleviate the problem, this included removing the bus stop which is no longer in use and putting out specialist 'no parking' cones on days when funerals are due to take place.

RESOLVED: that the Committee agreed to purchase 7 black no parking cones for use outside the Holy Trinity Church but specified that the church is responsible for putting the cones out and collecting them when funerals take place.

The Clerk was tasked with contacting Telford & Wrekin Council Highways Department to look at cost and timescale for removing the bus stop outside the church.

19/1124 Private Session -Exclusion of Press and Public

RESOLVED: *that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of information as defined in the*

Public Bodies (Admission to Meeting) Act 1960, the public and press were temporarily excluded from the meeting and asked to withdraw.

19/1125 Toilet refurbishment quotes

The Clerk distributed two quotes she had received from four companies who have been contacted to quote for the refurbishment of the Parish Centre toilets. Both quotes were of a similar price.

The Committee examined the quotes and decided that the toilets did not need refurbishing to the level of work quoted and asked the Clerk to get revised quotes for the following work:-

- Men's toilet – replace taps, toilet seat and hand dryer
- Ladies toilet – replace taps, toilet seats (3), hand dryer and lower height of vanity unit reusing existing sinks.
- Disabled toilet – fit new baby change unit and replace toilet seat.
- All toilets to be fully redecorated

Quotes to be obtained by the Clerk for next Full Council meeting next week.

The Clerk was asked to contact the infant school regarding problems with blocked drains from the school kitchen, which leads into the drain for the men's toilet causing unpleasant odours.

19/1126 Churchyard tree cutting quotes

A quote was received from ID Verde to cut back overhanging branches from a large tree in the churchyard which is causing nuisance to the adjoining bungalow.

RESOLVED: that the Committee agreed for ID Verde to cut back the overhanging branches of the tree at the corner of the churchyard as per recommendation made by their Tree Officer.

19/1127 Review of Health & Safety

The Clerk updated that she has now completed the Lone Working Policy following issues raised during a risk assessment of the Parish Centre carried out with Councillor Madeley.

The Clerk has put in place necessary improvements to comply with health and safety, but requested that a fire risk assessment is carried out in conjunction with Wrockwardine Wood Infant School.

There is currently no contract in place for emptying of sanitary bins in the toilets or for legionella testing at the Parish Centre, therefore, the Clerk requested permission to put contracts in place.

RESOLVED: that the Committee agreed to delegate responsibility to the Clerk to Put in place contracts for legionella testing and hygiene services.

19/1128 Budget update

A copy of the budget spent by cost centre up until the 31st August 2019 was distributed to all present. The Clerk raised concerns at the amount of money currently in general and unmarked reserves.

The Committee examined the Earmarked Reserves as approved in the last financial year and updated them as follows:-

ITEM	DESCRIPTION	AMOUNT 2018	COMPLETED
Election costs	May 2019 election costs	5,000	£560 July 2019
Car parking	To resolve parking issues as a result of limited parking outside school	30,000	
Playing fields – Gibbons Road	For upgrading / refurbishing Gibbons Road playing fields	20,000	
Green gym	Gibbons Road development, land adjacent to nursesey	15,000	
Parish Centre	General maintenance of building	10,000	
Tables	Meeting room tables to be replaced.	2,500	May 2019 £2564.64
Environmental projects	Contract to hire PET operative	25- 30,000	

Councillor C. Smith reminded the committee that money still needs to be allocated to carry out the refurbishment to the toilets and for repairs to the corridor. He explained that he was not happy to go ahead with putting in place a contract with ID Verde until the Parish Council could have guarantees that they would have their own operative who would carry out work as directed by the Parish Council. Officers to meet with Kay Grice/Phil Haigh to investigate options further.

19/1129 Saving account

The Clerk produced a list of banks and the interest rates currently on offer for business savings accounts. Councillors asked the Clerk to investigate further the Nationwide savings account which provided a return of 1.1% in a 95-day saver account.

19/1130 Date & Venue of the next meeting

To be agreed

Meeting finished at 7.10pm.

Signed.....
Chair.

Date