

## **Stradbroke Parish Council Finance meeting 06.04.2020 – queries raised Pam Cane**

### **FC.20.04.6 - Year end 2019/20**

b) Explanation of variances: £150 donation to food bank ref COVID-19 - which food bank and when / who authorised? I don't disagree with the donation but would like more details please  
This was a donation that was made to the Stradbroke Food Bank made using emergency powers at the same time the payment was made to Good Neighbours neither has been formally approved and both will be on the payment schedule for the next full PC meeting. These payments were agreed with the Chair in accordance with the financial regulations.

e) Asset Register 2019/20: Can we make a note please to add 2 gates to railings Wilby Road play area. Also Cricket Pavilion is noted as an asset – I thought this belonged to the Cricket Club  
As I said in my email when you mentioned this before. The gates can be discussed when the current situation is over. The Cricket Pavilion is included as it stands on PC land – you will notice that it is not insured as that is the Cricket Clubs responsibility.

### **FC.20.04.7 - Financial Regulations**

4.1 bullet point 3 – could you explain why this change is needed please

This is a temporary recommendation for the current lockdown situation in case payments are required to be authorised and an extraordinary full council meeting is not feasible. The full council will need to decide on this proposal.

4.5 - could you explain why an increase from £500 to £2,000 is necessary please

This is a temporary recommendation for the current lockdown situation in case there is an emergency (eg at the Health Centre) that needs to be resolved and an extraordinary full council meeting is not feasible. The full council will need to decide on this proposal.

### **FC.20.04.8 - Budget 2020/21**

Expenditure: Recreation £500 – wondered what this is for please? ROSPA inspection and any other recreation related repairs that cannot be done by the MWP. This has not changed from the approved budget.

Revisions required:

Grant of £400 for Christmas lights – will we receive this? I am hoping so – Cllr McGregor has promised it.

Grants – Community projects £400 – is this for Christmas lights next year? No this is the £400 above to be repaid to the Community Projects reserved fund. Full Council only approved to pay the balance of the cost not the whole cost. This will show on the accounts as will with the transfer to election costs, permissive path and fitness track – if we are to reserve the amounts budgeted.

Bank charges – PC credit card – at which meeting was this approved and what is the card typically used for please. This will be a **proposal** for the full Council to consider and is therefore logged as a variation to the budget. At present I have to pay for things from my own funds and claim them back. For example two payments for the website have been made from my personal bank account totalling £134.86 (one made 12/3 the other 27/3), I will not get these payments back until the next full Council meeting and the payment schedule including my expenses is reviewed. For this month that means that the funds will be owing to me for between 3 and 6 weeks before payment. Unity Trust bank do not offer a charge card – all they can offer is a credit card linked to the bank account. Unless someone else wants to put their card number forward for paying for PC items then I am asking the Councillors to consider opting for a card which could be used to purchase stationery, stamps and other items such as website renewal. Then my only expenses would be for travel. The cost is a one off set up fee of £50 plus £3 per month admin fee.

### General Reserves to Fund:

Other – Land Registration £2,500 – presumably this is solicitor's fees. Has the PC received a written quote on what these fees are likely to be? **Until I know how this will progress I cannot ask for a quote. The cost will depend on the outcome of the research I am doing and which solution to the problem will be taken. The figure is included as an estimate and is carried over from this year. There is an amount o/s from this year of up to £500 which will be invoiced once the work is complete.**

### Health Centre:

Administration – is it possible to have a breakdown of the expense of £3,500 please

The estimate is as follows:

10% Rent to be offset against precept: £1450

Clerking expenses related to HC - £1650

Insurance for HC - £400

### **FC.20.04.9 - Estimates**

a) Treeworks: do we know if we need MSDC permission to instruct work on any of the trees involved? **Any tree works in the churchyard will require permission from MSDC.**

Both the tree companies have offered to provide copies of their insurance.

b) Hardwiring: do the hardwiring engineers need the same special insurance to work in medical facilities as the main contractors? I can't work out what this special insurance involves and how the PC would be affected if contractors don't have the correct insurance. **Both contractors know this work is in a health centre and have quoted accordingly and have worked in health centres in the past. I do not know why the plumbers I contacted to do the water heaters and taps, either did not wish to quote, or did not ring me back. All I know is that one specifically said his insurance precluded him from working in a health centre, and one other said his insurance was for domestic premises only – I can't comment on them all as some just never submitted a quote or explained why.**

c) Phase 1 of works at Health Centre:

This is obviously a high expense item and needs careful scrutiny. At the time of writing up these queries I haven't a full quote from R G Carter to compare **I have sent the RG Carter estimate to you twice – have you still not received it?** with Mixbrow Construction, but Mixbrow's quote appears more competitive than Carter's. However Mixbrow's T&Cs are quite stringent and will need careful scrutiny by the PC before any decision is made. **Agreed – this is standard practice with all large items of expenditure.**

Do we know if either company is likely to be working during the current COVID-19 crisis?

**As I said in my notes neither company are working at the moment so this is for review ready to book one of them to do the work as soon as the restrictions are lifted.**

So I make the following observations:

Mixbrow have quoted 5 different prices for installation of TMV3 Mixer Taps in 5 different locations, which seems odd. **All of the sinks are different therefore will require slightly different taps.**

Mixbrow state in their T&Cs that no allowance has been made for dealing with asbestos – that would be an extra charge. **Yes that is why I have contacted them to double check as I specifically stated this was a job that needed doing.**

Why have Mixbrow quoted £373 for PPE, H&S when Carter have quoted nil? **No idea – To be precise RG Carter did not have an "Extras" section they did not quote nil, perhaps RG Carter include it in their other figures.**