

Minutes of Finance Committee Meeting
Held at the Court House, Queens Street, Stradbroke
Monday, 18th October 2021 starting at 7.00pm

Present: Antony Bush, James Hargrave, Maureen John, Toni Wisbey

In attendance: Odile Wladon (Clerk)

FC.21.10.01	Election of Chair for the meeting Antony Bush was elected Chair of the meeting
FC.21.10.02	Absences TW arrived at item FC.21.10.06
FC.21.10.03	Declarations of interest <ul style="list-style-type: none"> a) There were no Local Non-Pecuniary Interests declared b) There were no Pecuniary Interests declared c) No requests for dispensations were received.
FC.21.10.04	Minutes of previous meeting Councillors approved the minutes of the meeting held 7 th April 2021 as a true record of the business conducted.
FC.21.10.05	Public Forum: There were no members of the public present and no questions received.
FC.21.10.06	<p>½ Year Accounts</p> <p>(a) Councillors reviewed budget vs actual for the first half of 2021/22 and noted:</p> <ul style="list-style-type: none"> • Significant forecast variances were noted as <ul style="list-style-type: none"> ○ Income is above budget due to extra CIL being received. ○ Other general expenditure is over budget due to the higher than expected legal fees for the health centre lease. ○ Fewer works will be undertaken on the health centre during this financial year. <p>(b) Councillors reviewed the reserved fund virement report and recommended this to the full Council for approval.</p> <p>(c) Councillors reviewed RoSPA inspections for the play parks and fitness equipment and noted that only one area was noted as “medium” risk which was the fitness equipment around the trail at the playing field.</p> <p>(d) Councillors recommend the following actions further to the RoSPA report:</p> <ul style="list-style-type: none"> • A list of works is compiled to be undertaken over the course of the year. • The recommendation is to move the goal posts and nets near the play equipment is moved 10m forward – this would mean that the area between the two goals would be too small. It is recommended that the posts nearest the play equipment is removed and stored in the shed. • Safety and ownership signs will be ordered – these will include the contact details for the parish council, post codes for the areas plus “what three words” reference for each park. • Remove all the wooden fitness equipment and old signage posts as RoSPA report highlights that wooden equipment is prone to rotting beneath the surface and other pieces of equipment have been removed. There is a

	<p>possibility that the S106 LEAP requirement for the New Street development be used to replace gym equipment at the playing field site.</p> <p>(e) Councillors reviewed the Fire Risk Assessment and the updated Schedule of Assessments for the Health Centre.</p> <ul style="list-style-type: none"> • The only recommendation from the Fire Risk Assessment was to move the bins however, the staff requested that the bins are not moved. • An up to date floor plan was forwarded to the Practice Manager to enable the practice to comply with the recommendations of the Fire Risk Assessment. • The recommendations of the 5-year hard wiring assessment have been completed with the Practice Manager confirming the areas that RCD sockets would not be appropriate. • The asbestos encapsulation remains outstanding and the contractor will be contacted.
FC.21.10.07	<p>2022/23 Budget/Action Plan</p> <p>A draft budget will be reviewed in November prior to submission to full Council in December.</p>
FC.21.10.08	<p>Review of cemetery fees</p> <p>Councillors reviewed the current fees and agreed the following recommendation to be put to the full Council for approval:</p> <ol style="list-style-type: none"> (a) There will be no fees for children (18 and under) (b) The Rules & Regulations should be updated to clarify that a burial must have taken place before any additional ashes can be interred. (c) The fees for non-residents should be double those for residents. The Rules & Regulations will be updated to reflect that: <i>Residents are determined as those whose last permanent residence was Stradbroke prior to moving into care.</i> (d) The burial fees to increase as follows: <ul style="list-style-type: none"> • Burial space £150 • Reserved burial space £150 • Ashes in existing burial space £60 • Reserved space for ashes £70 • Interment fee for burials £100
FC.21.10.09	<p>Policies/Procedures</p> <p>Councillors agreed to suggest a revision to the Committee Terms of Reference to reflect the Council's financial regulations and to add a recommendation that the Committee can approve the virements from reserved funds and the actual vs budgets accounts for each quarter.</p>
FC.21.10.10	<p>Date of next meeting: Monday, 29th November 2021 @ 7pm</p>

Meeting closed at: 8.35pm

Signed: _____

Date: