

# Priddy Parish Council

## Finance Committee

Minutes of a meeting of the Finance Committee held on **20<sup>th</sup> Novemebr, 2019**  
at **8:00pm** at the **Hunters Lodge Inn**

**Present:** Cllrs Alan Butcher (Chairman), Chris Dyke, Juanita Glass, Mark Leach, Rachel Thompson MBE

**In attendance:** William Newton Newey (Clerk)

PPF19/039 **Apologies for absence:**  
Cllrs Adams and Andrews

PPF19/040 **Resolutions relating to the Conduct of the Meeting**  
*That, in accordance with Standing Order 24, the press and public be excluded from the meeting due to the confidential nature of business to be discussed.*  
This was resolved unanimously.

PPF19/041 **Declarations of Interest:** None.

PPF19/042 **Acceptance of the Minutes of previous meetings:**  
Minutes of the Finance Committee held on 20<sup>th</sup> March, 2019 were signed as a true and correct records of proceedings.

PPF19/043 **To receive a report from the Internal Auditor**  
The report had been circulated to councillors before the meeting. The Auditor had reported that there were no material misstatements but had noted four matters which she felt did not strictly comply with the Council's Financial Regulations.

1. Lack of regular review of Bank Mandate. The Clerk reported that, while this would have been covered by the Council changing bankers, with the elections and changes to the Council, arrangements to change banks had been abandoned. A new mandate had been completed following the election of new councillors.

2. The Auditor stated that the year-end bank statement had not been signed in accordance with the Regulations. The Clerk explained that the Auditor had received a copy of the statement covering the year end and that the original statement had been signed and was filled with the 2019 / 2020 bank statements.

3. The Auditor felt that the VAT reclaims for the previous two years had been made late as it was supposed to coincide with the year end. The Clerk stated that he did not believe that coincide meant within the financial year but could equally apply to the process of completing the accounts for the previous year. Councillors accepted this explanation.

4. There were missing vouchers for two payments both related to the Clerk's remuneration. Replacement paperwork had been supplied to the Auditor, which not signed by the councillors authorising payment did agree with the cheque counterfoils.

PPF19/044 **Quarterly Budget Review**  
The Clerk spoke to the budget statement which had been circulated to councillors. Expenditure and income were as predicted with a few minor variances. The year-end forecasts were accepted.

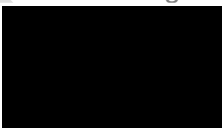
PPF19/045 **To agree tender documents for:**

a) **Mowing Village Green**

The Clerk presented the tender document which had been used three years ago.

**It was resolved to use the same document.**

The following list of tenderers was then compiled:



b) **Strimming  
the Village Green and Other Areas**

The Clerk presented the document which had been used three years ago with the addition of the Townsend Stones and Layby.

**It was resolved to use the amended document**

of tenderers was then compiled:



PPF19/046 **Subscription to Parish Online**  
The Clerk outlined the uses of the service including producing bespoke plans for projects or contracts such as Mowing and Strimming.  
Cllr Thompson felt it might be useful in relation to green initiatives such as tree planting. The Chairman said that the tool had been of limited use in the past but the Clerk confirmed that there had been major upgrades to the software.  
**It was resolved to subscribe to Parish online with a review at the completion of the first year's subscription.**

PPF19/047 **Project Funding**

a) **Bus Shelter Roof**

The new roofing material was due for delivery. The Clerk would contact the contractor to arrange installation.

WNN

b) **Bus Shelter Noticeboards**

The Clerk had handed the material for covering the noticeboards to the Chairman before the meeting. The Chairman would arrange to fit the material.

AB

c) **Bus Shelter Preservative**

It was agreed that the Shelter would receive a coat of Saddolin or other quality preservative.

On a related topic, the Chairman noted that it had been some time since the benches on the green had been cleaned and oiled. It was agreed that a working party should be convened in the spring.

d) **Re-siting of the Nordrach Noticeboard to the Fountain**

It was agreed to allow a sum for this to be undertaken. The Clerk reminded the meeting that the noticeboard would require a minor modification as the glass doors were currently secured with a lock. The Chairman suggested that the existing Fountain Noticeboard could be inspected for a potential repair and stored for future use.

WNN

e) **Purchase of Defibrillator and Cabinet for the Village Hall**

The cost of defibrillator and cabinet was £1,500 and it was estimated that another £200 should be allowed for the electrical supply to the Cabinet. The Clerk was asked to write to the Chairman of the Village Hall Committee, seeking agreement for the installation of the cabinet and the provision of power to the cabinet for a small heating unit.

The Clerk was also asked to submit a grant application via Cllr Mike Pullin (SCC) for £500 towards the cost of the defibrillator and cabinet.

WNN

The subject of training was deferred to the December Council meeting.

WNN

f) **Parish Pools**

There was concern that 4 x 4 vehicles were driving in and out of Priddy Pool. Damage had already been done to the bank of the Pool. Cllr Dyke said that she would try to visit Fernhill Farm to see if the fallen tree was still available to make some form of barrier, perhaps a seat carved out the trunk of the tree. Various other options were discussed including digging out the pool (and lining it) as well as digging out the ditch opposite. Cllrs Glass, Leach and Thompson undertook to visit the Pool with a view to agreeing a plan.

JG/ML  
/RT

g) **Bristol Plain Fingerpost**

It was agreed that the fingers would show 'Draycott', 'Cheddar', 'Priddy' and distances. The Chairman would arrange for the fingers to be cast and the post re-erected in new location at the junction to avoid further damage.

AB

PPF19/48 **Review of Banking Arrangements**

The Clerk was asked to investigate accounts, interest's rates and electronic banking available from the TSB.

PPF19/49 **Budget for 2020 / 2021 and Outline Budgets for 2021 / 2022 and 2022 / 2023**

The Clerk presented a draft budget based on the anticipated outturn from 2019 / 2020 plus 1%, with adjustments for known changes in expenditure. It was felt that a greater allowance should be made for areas in the parish where verges and hedgerow were in need of attention as they were growing out or obstructing views at junctions (Raynes Batch to Charterhouse, Eastwater Lane, Dursdon Drove). It was also felt that the Council should be prepared to take on some services which were no longer being provided by the county council. It was noted that gritting had been re-instated for 2019 / 2020 but there was unease about future years.

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It was agreed that the budget line for Village Green Maintenance be revised to Village Green and Verge Maintenance and increased by £1,000. The precept shown in the budget was increased by £1,100 to £11,000 for 2020.

PPF19/050 **Recommendations to Council**

- a) that an allowance of £500 be made for the re-siting and modification of the Nordrach Noticeboard
- b) that the budget discussed by adopted by the Council for 2020 / 2021 including a increase in Green and Verge Maintenance to £3,200
- c) that the precept for 2020 be set at £11,000

PPF19/051 **Matters of Report**

There were not matters of report

PPF19/052 **Date and Time of Next Meeting**

22<sup>nd</sup> January, 2020

The meeting closed at 9:03pm

Signed: .....

22<sup>nd</sup> January, 2020

William Newton Newey, Parish Clerk

[parish.clerk@priddyparish.org](mailto:parish.clerk@priddyparish.org).

25<sup>th</sup> November, 2019