

**MINUTES OF A MEETING OF PLAISTOW AND IFOLD PARISH COUNCIL –FINANCE COMMITTEE HELD ON Monday 14<sup>th</sup> November 2011 AT 7.30pm AT KELSEY HALL, IFOLD**

Present: Mr. D. Lugton (Chairman), Mr. S. East, Mr. J Kirby, Mr. P Allerton and Mr. D. Ribbens.

**Comments and questions from the public**

See item 4

FI/11/093 **To receive Apologies for absence**

Nil

FI/11/094 **To approve the Minutes of the meeting held on 17.9.11**

*Previously circulated and Action Points in relation to.*

The Risk Assessment had been updated in preparation for the 2012 Audit. It was noted the scanner is stored in Winterton Hall and the printer had become obsolete therefore removed from the document.

The Clerk had updated all the paperwork and the Annual Audit questions had been satisfied.

Amendment – Cllr Kirby was present at the meeting. Clerk to amend and submit to Cllr Lugton to sign.

FI/11/095 **To note any Declarations of Interest by Members in relation to the business to be transacted**

Nil

FI/11/096 **Requests to the PC for Funding**

Cllr Lugton introduced this item and explained the background to the process for requests for funding.

**Laura Spiers – Plaistow Pre-School**

Following a recent Ofsted inspection the following are in need of updating:

*ICT - there is a need for further IT for children including a camera – approx. cost £100*

*Everyday crafts and Dolls/prams – approx. cost: £75*

*Low Level Dividers for separating each activity. Approx cost: £100*

*Large tarpaulin for outside use*

Total: £275 + tarpaulin costs.

Discussions took place regarding funding from other organisations such as grants from WSCC and CDC.

Discussions took place regarding the numbers at the preschools. Autumn term can be a difficult time for planning numbers involved in pre-school places.

**Myfanwy Anderson – Little Acorns**

Little Acorns have been well funded to date and are grateful for the grants and support.

*Update audio equipment – need for more suitable headphones £100 – for audio equip and 6 headphones.*

*Replacement of audio tapes onto CD's – approx. £60.*

*Meccano to update and replace £100 .*

Total £260

26 pupils registered with current waiting list.

Ofsted rated Little Acorns as Outstanding in the last report.

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**Sue Bowman (Treasurer) – Kirdford and Plaistow PCC**

Request for contribution of Kirdford Churchyard. Kirdford PC donates £750. Upkeep is £2300 per year.

Plaistow & Ifold PC was asked to donate the equal amount of £750; this will enable an equal third split. Plaistow Church gardens are still worked on by volunteers. Tea and coffee served on a Monday at Plaistow Church.

Total requested: £750.

**Vicky Kirby – Plaistow Youth Club**

*Multi-purpose sports court that belongs to YC. The court has to be treated for moss/algae – the PC has in the past few years helped with the cost of this, and more recently the PC helped with the cost of this resurfacing.*

*Surface Treatment works for 2011/12 £160 and the same amount for 2012/13.*

*Youth service cuts caused the YC to lose their grant towards the cost of services and the cost of a youth worker. The YC continue with their on-going fund raising including the subscriptions being increased. All of these changes have caused a £2250 annual shortfall for the YC.*

*£1500 request for grant to cover the Youth Worker salary*

Total: Cleaning of the court: £160 + VAT (required for 2011/12 & 2012/13) and £1500 for the future over of the Youth Workers salary.

It was noted the sports surface needs attention now, therefore will require immediate assistance for the PC.

Discussions took place regarding the need to carry out the works required on the surface of the Multi-purpose ground in order to ensure the safety of users.

**ACTION: DL to email the PC and request the support for funding of £160 for the Youth Club in order to arrange the cleaning of the Multi-surface court as a matter of urgency. Bill direct to Council to save VAT.**

**Alan Copus – Winterton Hall**

Winterton Hall requested the £1550 to continue as previously awarded by the PC.

Cost of services – in particular electricity is Winterton Hall's single biggest cost – anticipated to have an increase of approx. £500 this coming year.

WH will continue its on-going fundraising.

Redecoration is on-going – the main hall is the next area in need of redecoration. The recent quotation for this works is: £1670.

Request: (usual PC grant) + £500 (services) + £1670 (redcoration) Total: £3720.

Cllr Lugton informed those present the Bus Stop by Ifold Stores will be re-cambered to help with the prevention of flooding. In addition to this, there will be a hard standing area for the users of the bus stop to stand on, along with a concrete bollard to prevent lorries damaging the kerb.

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**FI/11/097      Chairs Report**

**Bus Stop – Ifold:**

DL has met 2 contractors on site at the Bus Stop in Ifold. The third had declined to quote.

**FI/11/098      Budget Monitoring 2011/12**

DL talked Members through the current reports from the RBS system. It was proposed the RBS system will continue to be used for the balance of the year, giving time for the preparing and setting up of a suitable spread sheet in place for April 2012.

It was resolved the report the Clerk had produced titled 'Detailed Income & Expenditure by Account' would be the working document for Budget Monitoring and the previous version used by the previous Clerk for Precept setting.

**ACTION: Clerk to investigate any agreements in place with RBS in order to the progress the cancellation of this software in April 2011.**

**ACTION: Clerk to prepare the budget information on to the previous style sheet ready for the December Finance meeting.**

**ACTION: Cllr Allerton and Clerk to work on a spread sheet in the New Year.**

**FI/11/099      PC 2012/13 Budget**

It was resolved to put the following proposals for grant assistance to the next Finance Committee meeting for funding in the year 2012/13.

Preschool – proposed to consider £500 grant for the year 2012/13

Little Acorns - proposed to consider £500 grant for the year 2012/13

Church PCC - proposed to consider £750 grant for the year 2012/13

*(Clerk to add under Village Maintenance the Churchyard donation – cost centre 1606)*

Youth Club – proposed to consider £160 for the necessary works required on the Multi-Surface Sports Court immediately. This will be emailed for agreement by the Clerk. Also to be budgeted for in 2012/13.

In addition to this cost, £1500 grant will be considered for the supply of services in relation to the running costs incurred by the YC.

*(Clerk to set up a new cost centre for the YC in the accounting/budget system)*

Winterton Hall – proposed to consider £1550 (the set amount as previously awarded) and in addition to this £1670 for assistance with decorating. It was noted this will be considered from the Community Reserve Fund/Village Maintenance Reserve.

Kelsey Hall - proposed to consider £1350 (the set amount as previously awarded) grant for the year 2012/13

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Ifold Bus Stop – Cllr Lugton is investigating the costs in relation to this – including the installation of a bollard to prevent further damage to the kerb area. This will require consideration at the next Finance meeting.

Sussex Air Ambulance - - proposed to consider £1000 (the set amount as previously awarded) grant for the year 2012/13

Defibrillator – The PC had been contacted recently by Mr Sheppard with regard to the installation of a top of the range Defrib to be installed in the BT Phone Box in Plaistow including training for Members of the community.

BEAT First Responders - consider whether now required due to above item.

Plaistow Tea Club - proposed to consider £50 (the set amount as previously awarded) grant for the year 2012/13

Ifold Tea Club - proposed to consider £50 (the set amount as previously awarded) grant for the year 2012/13.

Other grants to remain unchanged

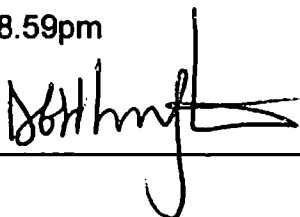
**FI/11/100. Future use of the RBS Accounting System**  
See item F11/098.

**FI/11/101 Next Meeting Date – Thursday 8th December 2011 – 7.30pm Kelsey Hall.**

**ACTION: Clerk to check the booking for Kelsey Hall on 8.12.11**

Meeting closed at 8.59pm

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

21.12.2011