

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 4th November 2016 at 7pm at the Community Centre, Orchard Park.

Present: Councillors R Nixon (Chair), Y Macaulay, A Chan and C Hosmer.

In attendance: V Wood (Clerk/Responsible Finance Officer), Lewis Owen (Centre Manager).

Quorum 3

RC16/044 Apologies – None received.

RC16/045 Declarations of Interests – There were no declarations of interest.

RC16/046 Public Participation – There were no public attendees.

RC16/047 Minutes: The meeting minutes of the meeting held on 7nd October 2016 were considered, Cllr Macaulay confirmed they were a true account which was agreed by Cllr Nixon, Minutes duly signed, with no questions arising.

RC16/048 Facilities Update: A report from the Centre Manager was received and noted, which included:

i) **Income generation** – CM updated members with the totals invoiced in September which was £11,069.04 however this figure does include the refundable deposits. The actual figure paid to date in relation to the September invoices is £7,925.92 which includes cheques waiting to be banked.

ii) **Enhanced facilities usage:** Usage of the facilities has increased which is reflected in the income totals, it was discussed that it would be beneficial to produce a report showing usage in percentages. **Action:** Centre Manager to investigate. Income for the Market facility was also discussed, a further stall holder had confirmed, footfall was also discussed, it was agreed that a Christmas prize draw would be introduced from donated sources and free entry to the draw would be given to all patrons to the market. Details to be added to next set of marketing. **Action:** Centre Manager.

iii) **Repair quotes and costings:** Members are updated with quotations for on-going maintenance requirements, completed maintenance for October is also advised which included the green roof maintenance.

RC16/049 Pensions: The first payroll with the new provider and pension deductions had gone smoothly, staff with deductions are responsible for making any changes to their pension.

RC16/050 VAT: Due to annual leave the application for VAT registration was

incomplete. **Action:** Clerk.

RC16/051 Budget 2017/18: Members considered the first draft budget figures and noted that there were areas which were under/over allocated. Cllr Macaulay suggested that all members looked carefully at these areas in comparison with past year's budgets and bring considerations to the Full Council meeting for further discussion. The Clerk commented that they must be mindful not to over anticipate the spending to avoid unused budget being transferred back to reserve and that only allocated reserve transfer should be accepted. Members noted comment.

RC16/052 Payments: The Payments for October 2016 were noted. No questions arose.

RC16/053 Consider BCR report: Members considered the updated BCR, income & expenditure figures noted. No questions arose.

(Members of the public are requested to leave the meeting room before personnel issues can be discussed).

RC16/054 Staffing resource issues: Members noted that one member of staff would be referred to occupational as previously discussed. **Action:** Clerk.

Meeting closed at 20.30

Signed:..... (Chair)

Date:.....