

Orchard Park Community Council

Meeting minutes of the Resource Committee held on Friday 3rd March 2017 at 7pm at the Community Centre, Orchard Park.

Present: Councillors R Nixon (Chair), A Chan, E Meschini and C Hosmer.

In attendance: V Wood (Clerk/Responsible Finance Officer).

Quorum 3

- RC16/090 Apologies** – Apologies received and accepted from Cllr Y Macaulay and Lewis Owen (Centre Manager).
- RC16/091 Declarations of Interests** – There were no declarations of interest.
- RC16/092 Public Participation** – There were no public attendees.
- RC16/093 Minutes:** The meeting minutes of the meeting held on 3rd February 2017 considered; Cllr Meschini confirmed they were a true account which was seconded by Cllr Hosmer, all members in favour Minutes duly signed, no questions arose.
- RC16/094 Facilities Update:** A report from the Centre Manager was received and noted, which included:
- i) **Income generation** – The income figures received for both facilities are noted, a discussion arose regarding the way the figures are recorded and presented, Cllr Chan suggested that if a table were drawn up in the report it would be easier to gauge comparisons, also that a way of showing when income is received, from which month is it allocate. **Action:** Centre Manager. The Business plans were deferred to the next meeting.
 - ii) **Enhanced facilities usage including Market facility:** Cllr Chan asked if a graph showing the income for previous years would also be included in the business plans. Members note that the Market stalls have been delivered, they are informed of arrangements made to date for the Market on 2nd April, they note where support in resourcing is needed. **Action:** Centre Manager.
 - iii) **Repair quotes and costings:** Members considered the quotation for the fencing, Cllr Nixon proposed that the decision on which contractor should be used of the repair only section is delegated to the Centre Manager once all 3 quotations are received; seconded by Cllr Meschini, all members present in favour. A request for the selected contractor to forward a pro-forma invoice which may be paid from this year's budget. **Action:** Centre Manager.
- CC16/095 VAT Arrangements:** Members are updated of the arrangements in hand for the quarterly VAT reclaims; the first return will be due in April. The figures for the old method of claiming are up to date to

the point of registration.

RC16/096 **Payments:** Payments for February 2017 are noted. No questions arose.

RC16/097 **Consider BCR report:** Members considered the updated BCR, income & expenditure figures are noted. No questions arose.

RC16/098 **Budget 2016/17 end of year figures:** Members considered the estimated end of year figures; They note that it is probable that the overachieved/underspent figure is likely to be IRO £16,000. The suggested management of that figure was £6,000 C/F and £10,000 to transfer back to reserve funds.

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

RC16/099 **Staffing resource issues:** Consider staff issues arising to include:

- i) Arrangement and time frame to fill current vacancy –
Members looked at the job description, person specification and draft advertisement; they note the closing date for applications to be 27th March. Members agree with the suggested methods of advertising OPCC web site and FB, own notice boards and Newsletter and that it should be placed in the Cambridge News in addition the local Council Clerks circulation. The Clerk is asked to forward the JD to all Councillors and the quotation for the Cambridge News advertisement.
- ii) Members note that all staff have been advised of the new sickness policy.
- iii) No New matters arising.

Meeting closed at 21:00

Signed:.....^{ROBERT NIXON} (Chair)

Date:.....7/4/17.....