

Orchard Park Community Council

Minutes of the Resource Committee held on Wednesday 26th July 2017 at the Community Centre, Central Avenue, Orchard Park, Cambridge, CB4 2EZ.

Present: Councillors R Nixon (Chair), A Chan and Q Jawadwala

In attendance: S Thompson (Clerk/RFO) and L Owen (Centre Manager)

QUORUM: 3

- RC17/011 To receive and approve apologies for absence.**
Apologies were received and accepted from Cllrs. Macaulay and Meschini.
- RC17/012 To receive declarations of interest.**
There were no declarations of interest received.
- RC17/013 Public Participation.**
There were no members of the public present.
- RC17/014 Minutes of Meeting held on 9th June 2017.**
The Minutes of the meeting held on 9th June 2017 were read, with no questions arising.

Proposed: Cllr. Chan Seconded: Cllr. Jawadwala Vote: Unanimous.
- RC17/015 Facilities Update.**
A report from the Centre Manager was received and noted, which included:
- i) Income generation figures. Members were advised of the discrepancy between the figures generated in Scribe and Avalon. This was being further investigated.
 - ii) Business plan update.
 - iii) Repair quotes and costings including:

Emergency Lighting Test – failed – awaiting quotation from Kershaw for repairs.

Flood Light lamp replacement – Abacus quotation (£953.31) not accepted. Centre Manager to obtain alternative quotes.
 - iv) Proposed revised Terms & Conditions for Bookings. Members agreed to refer the revised Terms & Conditions (subject to grammatical amendments) for consideration and approval at the next Council meeting.

RC17/016 Sports Facility extension: Progress meeting held with contractors on Tuesday 24th July, the following items to note:

- a) The target completion date will be one week early (15th December 2017).
- b) Internal paint colours: it was provisionally agreed in the meeting that internal joinery items such as skirtings and architraves would be gloss white and all walls painted with magnolia matt emulsion (as existing Centre). Action: Council to confirm.
- c) Week Commencing 14th August – steelwork arriving this will be erected, followed by installation of concrete slab. The concrete slab will be power floated – this needs to be carried out on the same day and work sometimes can go into the evening as the power floating needs to be continuous before concrete cures. Power float machine will make some noise which could disturb some local residents/hotel guests. OPCC awaiting further confirmation. Action: Centre Manager to organise leaflet drop, when appropriate.
- d) Glass Bricks - contractor asked to try and salvage the existing coloured glass bricks (to re-use in Community Centre).
- e) Currently no provision for outdoor drinking water fountain – have requested a quotation for consideration by Resource Committee. Action: Centre Manager to follow-up.
- f) The tree planting (6 trees) will be planted in the Autumn.
- g) Investigation needs to be undertaken in respect of the standalone lamppost which is permanently on. Action: Centre Manager
- h) CCTV transmitter/receiver box currently on the east elevation of the building will need to be relocated onto the new extension. The intention being to leave it where it is for as long as possible and then move the box together with extensions to the cables when the new wall is up. It is hoped this will not interfere with the CCTV reception but advised OPCC that coverage could be down for a short whilst the work is carried out. If system likely to be out of action, notify PCSO to request an increase in patrols, if possible. Action: Centre Manager

RC17/017 Finance:

- i) To review July payments and note any issues arising for Full Council. The payments for July were reviewed. It was noted that no further costs should be incurred in respect of work completed by the outgoing Clerk.

- ii) To consider the BCR report. Members reviewed the current receipts and payments. The monthly figures for July would be completed and reported at the next Council meeting.
- iii) To receive an update on Year End Audit. The Clerk advised Members of the recent difficulties in obtaining a reconciled bank statement within the Scribe accounts. Having arranged for training to be undertaken with Scribe, a number issues were encountered:
 - (a) The Year End Return submitted to the external auditor was incorrect; on the advice of the trainer, replacement accounts for 2016/17 and restated accounts for 2015/16 have been submitted.
 - (b) Accounts processing – a revised method of processing had been recommended and now implemented by the Clerk.
 - (c) Budget – Figures not entered on Scribe.
 - (d) Accounts structure – it was strongly recommended that the current accounts structure be reviewed and new coding implemented.
 - (e) Assets – Currently not recorded on Scribe and there is no detailed Asset Register on file. Recommended this work is completed as soon as feasible.
 - (f) Earmarked Funds/S106/S137 Provisions – these should be identified separately and provisions made year-on-year.

Members agreed, due to the volume of work required to complete the above tasks, assistance could be provided to the Clerk, by Scribe in respect of items (c) and (d) above (at a discounted hourly rate (£20 per hour)) and work will start w/c 7th August 2017. The target date for all work to be completed is end November 2017 – in time for the budget review meeting.

- iv) To receive an update on banking arrangements. Members were advised that to date, only the two Unity Trust Bank accounts had been updated with current signatories. The Clerk to arrange for the remaining accounts to be updated as quickly as possible.

RC17/018 Update on IT Services and Replacement Equipment.

The laptop previously used by the Assistant Clerk had been passed to the Clerk. Replacement pc still required for Centre Manager. Defer until budget review meeting.

RC17/019 To Consider Management of Projects/Actions. Cllr Chan suggested making use of 'Trello' – a very easy to use project management/follow-up 'post it' system. Members agreed this could be very useful, although with the current financial management workload, the Clerk

could not attempt to take on responsibility for setting this up. Cllr. Chan agreed to undertake this task. Action: Cllr. Chan/Clerk/Centre Manager to identify suitable 'topics' for inclusion.

RC17/020 To Consider Quotations for Replacement Noticeboards. Having considered the three cost options, Members agreed the Clerk should try and arrange for the repair/updating of the current noticeboard. No capital funds would be available during the current financial year for a replacement noticeboard.

RC17/021 To Confirm Future Meeting Dates and Times.
Cllr. Jawadwala asked if Members would consider an earlier start time for future Resource Committee meetings. After some discussion, it was agreed a 'trial' period for the next three meetings (with meetings commencing at 6.30 pm) would be undertaken and then reviewed. It was further agreed, there would be no Resource Committee meeting in August. The next meeting will be held on the fourth Wednesday of September.

Proposed: Cllr. Nixon Seconded: Cllr. Jawadwala Vote: Unanimous

RC17/022 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. Members of the public are requested to leave.....

RC17/023 Staffing resource issues: To consider staff issues arising to include

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- i) Update on resource review for Community Centre. Outline timetable for proposed changes was discussed and agreed, subject to Council final approval. Action: Centre Manager
- ii) Arrangements for holiday cover. Caretaker away first 2 weeks in August. Action: Centre Manager to cover.
- iii) Note any new issues arising. Members expressed their dissatisfaction with the current procedures in respect of arrangements for staff leavers. It was agreed the procedure should be reviewed and formalised particularly in respect of handover of Council property and the security of systems & building. Action: Centre Manager/Clerk to review and prepare written procedure for consideration at future meeting.
- iv) Training. The Clerk advised Members of the recent Scribe training session (refer to RC17/017 above). The Centre Manager provided details on training identified as follows:

(a) Avalon – required to improve current knowledge level and for improved income reporting. Members approved the provision of this training at a cost of £275.00 (6 hours). Members asked the Centre Manager to establish from Avalon if they have any other users in the area, in the hope that we might 'share' this training and reduce our own costs. Action: Centre Manager.

(b) First Aid at Work Training. Members considered the 3 quotes provided. Members agreed this training should be offered through the Clerk's network, in an attempt to reduce our own costs. Additionally, the Centre Manager to obtain prices per person, rather than for group sessions. Action: Clerk/Centre Manager to report back to next meeting.

RC17/024 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance of the press and public.

MOVE: that the confidential nature of the business having been transacted, the Press and Public be re-admitted to the meeting.

RC17/025 To Accept Notices & Matters for the next agenda. *Please note that no decisions can lawfully be made under this item. LGA 1972 s.12 102(b) states that business must be specified; therefore the Council cannot lawfully raise matters for discussion.*

No items put forward for consideration.

RC17/026 Date of Next Meeting:

Wednesday 27th September 2017 commencing at 6.30 pm.

There being no further business, the meeting closed at 9.22 pm

ROBERT NIXON

Signed (Chair)

Date.....*27/9/17*.....