

Orchard Park Community Council

Minutes of the Resource Committee Meeting held at 6.30 pm on Wednesday 25th October 2017 at the Community Centre, Central Avenue, Orchard Park, Cambridge, CB4 2EZ.

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

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

QUORUM: 3

RC17/042 To receive and approve apologies for absence
Apologies received from Cllrs. Macaulay and Jawadwala.

RC17/043 To receive declarations of interest
No declarations were received.

RC17/044 Public Participation: There were no members of the public present.

RC17/045 Minutes: To consider the meeting minutes from 27th September 2017.
The Minutes of the meeting held on 27th September 2017 were accepted.

Proposed: Cllr. Meschini **Seconded:** Cllr. Chan **Vote:** Majority
(one abstention)

RC17/046 Community Centre Update: To receive a Report from the Centre Manager to include income generation monthly figures.

Members considered the report and were concerned to learn that despite previously requesting invoices to be generated at the time of the booking, invoicing was still be undertaken monthly in arrears. This impacts on cashflow for the Centre; the Centre Manager was instructed to instigate invoicing at the booking stage immediately. **Action:** Centre Manager.

Discussion took place regarding the list of aged debtors. The Centre Manager to clarify the two items challenged by Members and to ensure the matter is resolved immediately. Other than 'corporate bookings' where there are arrears on an account, no further bookings should be permitted until the debt is cleared. Where members of the public make bookings, these must be paid for in advance of the event, or the booking will be cancelled, without notice. Ensure Terms and Conditions reflect this. **Action:** Centre Manager.

RC17/047 Sports Facility extension: Members were advised that the existing estimate of costs do not include the provision and installation of an electric cooker or microwave (the fridge was considered in suitable condition not to replace). A space of 600mm is being left for the cooker. Consideration should be given as to whether a commercial or domestic cooker will be required. Members agreed to defer the purchase of the cooker or microwave until it is known who would make use of this facility.

Proposed: Cllr. Nixon **Seconded:** Cllr. Meschini **Vote:** Unanimous

RC17/048 Finance:

- i) October payments to-date were noted.
- ii) Members reviewed the BCR.
- iii) To receive a report from the Centre Manager, in respect of repair quotations:
 - a) To Consider the Recommendation of the Centre Manager, for a replacement bin proposal for inclusion in the 2018/19 budget:
Members decided not to accept the current recommendations. It was felt the size of bins recommended will not improve the situation (bins were deemed to be inadequate to cope with the volume of rubbish we collect). Cllr. Chan stated cost had been the driving factor in arriving at this recommendation.

Members decided it would be false economy to purchase inadequate bins and agreed the Centre Manager should obtain revised quotations for suitably sized bins (and look at larger bins outside the shops and re-siting the existing bins elsewhere on the Park) including installation costs and ensure this fully costed quotation is available for Council to consider at the November meeting. Council can then decide whether to authorise the inclusion of costs into the budget for next year (2018/19).

Action: Centre Manager

Proposed: Cllr. Nixon **Seconded:** Cllr. Meschini **Vote:** Unanimous

- iv) To receive a report from the Clerk, in respect of quotations for works. The Clerk confirmed there were no quotations for consideration but did advise Members of the proposed costs to appoint Ensors as the internal auditor for the current financial year (2017/18 @ a cost of £450) – it was agreed (given the problems with the 2016/17 financial statement and annual return), it would be best practice for this work to be undertaken by an alternative internal auditor. Recommend to Council the appointment of Ensors as Internal Auditor.

Proposed: Cllr. Nixon **Seconded:** Cllr. Mason **Vote:** Unanimous

RC17/049 To Consider the 2018/19 Budget Proposals

Members were provided with the following documents (figures to 24th October 2017):

- a) Cost Centre Year Comparison Summary – this shows the Actual spend vs. Budget. (Unfortunately, due to the restructuring of the Scribe accounts, no previous year's data is available).
- b) Payment Listing by cost code for all cost centres.

The Clerk submitted the above mentioned new reports for consideration.

It was decided the new reports were easier to read/understand and agreed **to recommend to Council**, adopting the new reporting format (to replace the BCR), for the new financial year 2018/19.

Proposed: Cllr. Nixon **Seconded:** Cllr. Chan **Vote:** Unanimous

Discussion took place in respect of the budget proposals for 2018/19, which will be set at the November 2017 Resource meeting.

It was agreed, should any Council Member require funding for specific items, they are asked to ensure these are submitted to the Clerk prior to the November Resource meeting, with full justification for inclusion in the budget proposal. **Action:** Council Members

The Clerk advised the meeting that she was awaiting further information from SCDC regarding the advised costs for election provision in May 2018 (election could also impact on training provision for Council Members).

A discussion took place specifically in respect of:

- i) the cost of grounds maintenance. The Clerk advised we are awaiting the estimate for next year but this overhead would increase significantly due to the additional items added to the work schedule, to try and improve the appearance of Orchard Park. Improvements can only be achieved by increased level of maintenance, this would impact on the percentage increase of the Precept.
- ii) POS and LAP maintenance. The Clerk confirmed she is awaiting a quotation for the significant repairs required at the Topper Street playground, where there was substantial damage sustained to the surfaces and the outstanding minor works identified by the Annual Inspection.
- iii) Provision of Grants – to allow applications from community groups. Most Parish Councils have a standard process for this and the Clerk was aware of one parish where applicants were asked to formally present their case for consideration at the Annual Parish Meeting, (which helps to encourage wider participation at the Annual Meeting).
- iv) Provision of Youth Services – need to review costs and benefits associated with the provision of this service.

RC17/050 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.....

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

- RC17/051 Staffing resource issues.**
This item is recorded in the Confidential Minute Book.
- RC17/052 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.
- RC17/053 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.*
- Budget 2018/19
- RC17/054 Date of Next Meeting**
Wednesday 22nd November 2017 commencing at 6.30 pm

There being no further business, the meeting closed at 8.45 pm.

Signed.....


Date..22-11-17..