



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 13th April 2017 at THE VILLAGE HALL at 7.30pm

CHAIRMAN:	Mr J Withey
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Miss A Cracknell, Mrs B Richardson-Todd, Mr R Nunn, Mr P Richings, Mr B Ward, Mr J Withey, Mr J Wright
APOLOGIES:	Mr D Francis (Holiday), Ms C Evans (unwell), Mrs C Gower (Holiday), Mr M Newton (Family Commitment), Mrs S Todd (Family Commitment), Mr J Westrup (Family Commitment). Parish, County & District Cllr Mr R Whiting (election moratorium period)
ABSENT (no apologies)	None
CLERK:	Mr M R Bentley; Mrs S Stannard (Assistant Clerk)
ALSO PRESENT:	0 members of the public.

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman read out a statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were noted as detailed above. Mr Wright proposed acceptance of reasons for councillor absence, seconded by Mrs Brown with all in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9th February 2017

Mr Withey reminded Councillors to note the list of cheques issued. Mr Richings pointed out that in item 4b, first paragraph it should read '*....dropped kerbs were to be installed*' instead of '*....dropped kerbs had been installed*'. Given this correction, Mr Richings proposed acceptance of the minutes, seconded by Mr Ward. Resolved with one abstention and the rest in favour. The minutes were duly signed as a correct record.

3. DECLARATIONS OF COUNCILLOR INTEREST

There were no declarations made

4. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

None identified

b. County Councillor Report

No written report had been forthcoming and there was no County Councillor attendance.

c. District Councillor Report

The written District Councillor report had been distributed with the agenda for this meeting.

Matters Arising from the reports.

Mr Wright expressed thanks to District Cllrs Newton and Dean for their 2017/18 ECB budget contributions of £6,700 towards the cost of purchase of new playground equipment for Yewtree Grove.

Mr Wright and Mrs Brown expressed thanks to Mr Newton for their invitation to the SCDC Chairman's Reception.

d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter.

Mr Wright reported that he had completed Community Speed Watch training this week along with the volunteers from Rushmere St Andrew.

Mrs Brown reported that the Kesgrave Community Library fayre last Sunday was a success and made £230 towards running costs.

Mrs Richardson-Todd reported that the Village History exhibition was excellent with around 600 attending over the two days of the event and could the council express thanks to Ron Spore for organising it.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

a. SNT Monthly Report and Tasking Priorities

The PCSO monthly report was distributed with the agenda along with the East Ipswich and Woodbridge March SNT reports which included a list of Tasking Priorities for each SNT area.

In addition, since the publication of the agenda an email and letter had been received from PCSO Mike Sarbutts concerning the Busy Bees Car Park on Bixley Farm (This communication was distributed to Cllrs at this meeting). After a number of warning letters to Busy Bees and a seemingly legal issue over the Nursery fitting a car park barrier, the police were now turning to implementing a Community Protection Notice process – the full details were in the papers from PCSO Sarbutts.

Councillors commented on the description of the SNT area in the Ipswich East report where the words '*Rushmere (Town)*' were used and questioned whether this should be '*Rushmere (Tower)*'

b. Funded PCSO i. Latest Position on SLA

The Clerk reported that the Fully Funded PCSO SLA had now been signed by all parties and was now active for the forthcoming year (until 31st March 2018). We had successfully negotiated a clause which allowed the PCSO to work a limited amount of overtime hours – see item below.

ii. To Consider Possible PCSO Evening Rota System and Budget

In brief, the new SLA allows for overtime under sect 5.1 on approval by the Constabulary with any additional cost being born by the sponsors. The SLA also allows for changes of shift if the Constabulary can see operational benefit and the resource is available and willing to work the required period.

Given the above and after consultation between PCSO Sarbutts the Clerk and Chairman earlier this week they concluded that it would be prudent to allocate a budget of £1,000 as a maximum spent on extra duty. By moving a day shift to a later start in the day the PCSO would be able to work into the evening and the PC financial commitment would only be 2 to 3 hours at a half time rate (work after 7pm Mon to Fri would be paid at time and a half but as the day had been shifted we would only have to pay the extra half-hour rate). If this was averaged over a year with the PCSO working maybe 3 to 4 later shifts a month on an as needs basis, then there would be sufficient money if the £1,000 was set aside. The scheme in general now had the support of the Sgt at Ipswich East.

Mr Withey proposed that the council allocate up to £1,000 to fund this extra crime prevention initiative - to be monitored by the Clerk with the PCSO to notify us when he intended to work in the evening and also to be recorded when we request him to work (If available). This was seconded by Mr Wright. Resolved in favour, with one abstention.

6. FINANCE MATTERS

a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2017

The summary pages of the unaudited financial accounts for year ending 31 March 2017 had been distributed to Cllrs along with the agenda for this meeting.

The Clerk explained all main variances on the previous year's accounts and answered questions from Councillors. The full account document itemising each transaction was not distributed as it amounted to 20 pages but was available if required.

RECEIPTS: Of note were:- Total receipts at £165,735 was incredibly only £187 more than the previous year (£165,548). Burial receipts were up by £4,692 at £27,779. The Council had gratefully received a total of £8,126 in grant money compared to £32,825 the previous year. Interestingly the year before that was £8,259. The peak last year was caused by grants of £19k from the SDCD Sports/Play Space fund towards play area improvements.

A VAT Refund at £20,705 was the amount re-claimed for 2015/16 transactions, an increase of £15,166 on the previous year – attributed to expenditure on cemetery extension build.

PAYMENTS: ‘Total payments’ for the year at £159,772 were down from £206,887 the previous year. This was accounted for by the expenditure on the cemetery extension construction and major play area work the previous year.

Thus total cash assets at the bank were £153,141, at 31st March 2017 an increase of £16,838 on the previous year. Of those cash assets £95,629 was Earmarked Reserves. Unusually the year ended with almost £11,000 of cheques not reconciled (Cleared) and that amount is included in the Earmarked Reserve value stated. As a result the cash assets at the bank were inflated out of context by the larger than normal unreconciled amount.

The end of year balance in the general account was £2,887 less than the amount at the end of the previous year, whilst the cemetery current account balance ended the year £19,705 better off than the previous year, partly thanks to nearly £12,000 VAT refund paid into that account. The cemetery account was also boosted by a number of people paying for Exclusive Rights of Burial in advance of passing away. The Business Premium account remained static with a meagre £20.28 of interest paid in.

Mr Wright recommended that the unaudited accounts should be approved as presented, seconded by Miss Cracknell, with ALL in favour. The Clerk, Chairman and Vice-Chairman then signed the unaudited accounts as approved.

Mr Wright expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts.

b. To Report Internal & External Audit Dates

The Clerk reported that the internal audit to be carried out by Heelis and Lodge would be held on 27th April and for the external audit by BDO the papers had to be lodged with them by 26th June.

c. To Approve a Restated Figure for the 2015/16 Asset Valuation in Preparation for the 2016/17 Audit

In the audit last year, we had a ‘qualified comment’ issued by BDO relating to the asset valuation which had increased substantially over the previous year. The BDO auditor investigated and it turned out that we had placed an approximate purchase value on all the play equipment we acquired with the play areas transferred to the PC from SCDC under their Divestment Programme. The Auditor ruling was that as they were gifted items then their asset value should be stated as zero or £1 (This is different to the asset value given for insurance replacement purposes).

The total asset value we originally stated in the Annual Return was £142,681. Reducing the assets transferred under the SCDC Divestment Programme to £1 each and categorizing as gifts gives a new valuation for 2015/16 of £103,653

Mr Ward proposed that the 2016/17 Annual Return value for assets held in 2015/16 be restated as £103,653 in compliance with the external auditors ‘qualified comment’. Seconded by Mr Richings, with all in favour.

d. To Note Renewal of ICO Data Protection Subscription

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 22nd March 2017.

e. To Note Renewal of ICCM Subscription

The annual subscription of £90 to the Institute of Cemetery and Crematorium Management was renewed on 8th April 2017.

7. CEMETERY MATTERS

a. To Consider Legal Fees in Connection with Incursion Over Lawn Cemetery Boundary

A letter had been received back from Birketts Solicitors outlining the likely costs of research and writing to the person (*name given at meeting*) regarding the incursion of a garden building over the marked lawn cemetery curtilage.

Mr Withey recommended that the initial Solicitors letter should be sent and then the situation reviewed at a subsequent meeting, seconded by Mr Nunn. Resolved: with ALL in favour.

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

Mrs Potter had informed the Clerk and Asst Clerk that the newsletter would probably run to 20 pages for this edition and Mr Potter was still awaiting a quote from a different printing company for the work. As an indication Mrs Potter had reported that last spring the newsletter was 16 pages and cost £1,135, so potentially this next edition could cost around £1,500 to produce and print.

The Asst Clerk reported that there was less advertising for this spring edition of the newsletter, but more was expected for the autumn edition.

Mrs Brown requested that thanks were recorded to the Asst Clerk for all the work she had carried out on collating copy for the newsletter.

9. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Consider Request from KTC for Funding - Speed Signs in Bell Lane & Dobbs Lane

Kesgrave Town Council (KTC) had contacted this Council and Martlesham Parish Council to see if the respective councils would be willing to contribute towards illuminated speed signs in Bell Lane and Dobbs Lane. The implication from the covering email and minutes of the KTC meetings where this was discussed was that the signs would be fixed rather than portable.

Mr Wright was concerned that these two signs were going to be of the fixed type and would not be able to be shared by the other two councils. Miss Cracknell stated that we need signs of this type in The Street and Playford Road.

Mr Richings proposed that this council should decline the request for financial assistance on the purchase of the above described speed signs. Seconded by Miss Cracknell with ALL in favour.

b. Jo Cox – The Great Get Together –Event Participation?

Information had been received regarding a national get-together day on 16-18 June to mark the anniversary of the murder of Jo Cox MP. It was agreed the PC could not resource this in terms of manpower and expenses and it would be better left to residents who wished to partake to organise their own local events.

c. To Note Matters Arising Since Publication of Agenda

i. Multi-play equipment Broke Hall- Repair

The Asst Clerk reported that the multi-play equipment on Broke Hall play area had developed a fault on a tubing joint mechanism. One expensive repair quote had been received from the original supplier for the affected joint. Apparently, the whole structure had to be dismantled to fix the single joint. Our contracted equipment safety inspectors had now reported that other joints were also affected on the same apparatus. Further quotation was required – Matter referred to the PA&S Committee.

ii. Kelvedon Play Area – Algae & Moss Clearance

A recent inspection of the Kelvedon Play area had revealed a build-up of moss on the rubberized surfaces. Quote received from Play Quip Leisure which had seemed excessive (Approx. £800). Asst Clerk had approached the IBC graffiti team and they had quoted £130 to do just the rubberized surfaces or £275 to do the whole play area. Mr Withey proposed we accept the IBC quote to have the whole play area cleansed, seconded by My Richings, with ALL in favour.

iii. Feedback from History Exhibition

The History of Rushmere exhibition organised by Mr R Spore & SORRI at the Village Hall on 7th & 8th April had been hailed a success with over 600 visitors.

Thanks were given to Mrs Stannard (Asst Clerk) who had put together some display material at short notice and to Mr & Mrs Wright who had mounted the material on display boards. Also to all the councillors who had taken time out to attend the parish council stand.

d. SALC Area Meeting

Mrs Brown had attended the SALC area meeting on 20th March. She gave a report and found the meeting very interesting. Mrs Brown was thanked for representing the council at the meeting.

e. Dates to Note

27th April, 9.15am, Internal Audit by Heelis & Lodge, Clerk at Tower Hall Office

27th April, 10.30am, Woodbridge SNT ASB Meeting, Woodbridge Police/Fire Station

4th May, 7am to 10pm, County Council Elections, Village Hall and Tower Halls

10th May, 7pm, Ipswich East Area, Public Meeting with PCC at the Rivers Social Club, Landseer Road
 11th May, 7.30pm, Annual Meeting of the Parish Council, Tower Hall
 18th May, 7.30pm, PA&S Committee Meeting, Tower Hall
 23rd May, 7.30pm, Annual Parish Meeting, Village Hall

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Broke Hall Play area equipment repair- refer to PA&S Committee 18th May 2017.

11. PERSONNEL MATTERS

NOTE: This item is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Minutes of decisions for this item are attached as a confidential appendix for Councillors only.

12. CLOSE OF MEETING

The Chairman closed the meeting at 9.35pm

Mr Withey then submitted a letter to Mr Richings giving his resignation as a Parish Councillor. The PC Chairman, Mr Richings stated that he was sorry to see Mr Withey go after 15 years as a Councillor, during which time he had been chairman of the P&D & GP&F and handled challenges very well. Mr Richings personal thanks were also echoed by the Clerk and Councillors.

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 9th March 2017.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06-03-17	Staples (UK) Ltd	Stationery items	730	£ 120.22	£ 100.18	£ 20.04	Admin
15-03-17	Robert Potter	Litter Clearance - February	732	£ -	£ 25.00	£ -	Litter
15-03-17	Robert Potter	Noticeboards & Letters round - February	733	£ -	£ 63.00	£ -	S142
15-03-17	IBC	Greenways - Jubilee Walk relaunch/upgra	734	£ 1,380.00	£ 1,150.00	£ 230.00	PF&POS
15-03-17	IBC	Greenways - Sandlings/Mill Stream Annu	735	£ 4,044.00	£ 3,370.00	£ 674.00	PF&POS
16-03-17	SCL L/S Mgt Ltd	Limes Pond - Cut back fallen branches	736	£ 72.00	£ 60.00	£ 12.00	Pond
16-03-17	Staples (UK) Ltd	Stationery items	738	£ 4.63	£ 3.86	£ 0.77	Admin
16-03-17	Arco Limited	Hi-Vis Jackets for CSW	739	£ 181.61	£ 151.34	£ 30.27	Crime
22-03-17	Mrs S Stannard	HM Land Registry search	741	£ -	£ 6.00	£ -	Admin/clerk
22-03-17	WEL Medical Ltd	Defibrillators& Housings x 3	743	£ 4,918.50	£ 4,098.75	£ 819.75	Asset
22-03-17	Net Salaries paid after PAYE & NI - March 2017		744/745/S.O	£ -	£ 1,933.33	£ -	Salary
22-03-17	HMRC	Three monthl PAYE & NI submission	746	£ -	£ 2421.37	£ -	PAYE
22-03-17	ICO	Data Protection registration renewal	D.D	£ -	£ 35.00	£ -	Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06-03-17	SCL L/S Mgt Ltd	Cemetery Mtce January	1143	£ 94.20	£ 78.50	£ 15.70	Maintenance
06-03-17	SCL L/S Mgt Ltd	Install 4 x seats/concrete plir	1144	£ 882.00	£ 735.00	£ 147.00	Project
15-03-17	Cooks Waste Kare Ltd	Cemetery Mtce 04/03/17	1145	£ 138.00	£ 115.00	£ 23.00	Maintenance
15-03-17	Mr A Duncan	Cemetery Admin	1146	£ -	£ 20.00	£ -	Admin
16-03-17	SCL L/S Mgt Ltd	Cemetery Mtce - February	1147	£ 598.64	£ 498.87	£ 99.77	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
22-03-17	Cooks Waste Kare L	Allotment skip 9/3/14 49720	741	£ 138.00	£ 115.00	£ 23.00	Maintenance

INCOME RECEIVED During March 2017

Cemetery £710

ACCOUNT BALANCES AS AT 31st March 2017

General Account £74,594.37
 Business Premium Account £54,232.10
 Cemetery Account £24,315.34