

SIMPSON AND ASHLAND PARISH COUNCIL

MEETING MINUTES

Meeting date:	7 th January 2019
Venue:	Simpson Village Hall
Councillors present:	David Pye (DP) Peter Barnes (PB) Carole Baume (CB) Robert Ling (RL) Cathy Pope (CP) Sheila Thornton (ST)
Also present:	Rupert Fairclough (RF)
Members of public:	11 members of the public (MOP) were present

Ref.	Agenda item and Minutes	Action
18018	Welcome, Introduction and Apologies for Absence	
	The meeting was opened by the Chair, Cllr Pye and Councillors and members of public were welcomed. There were no apologies for absence	
18019	Declarations of Interest	
	No declarations were made	
18020	Public Forum	
	<p>The public forum was used to discuss the following topics:</p> <ul style="list-style-type: none"> a. Overview of expenditure, running costs, reserves and plans for the year Cllr Pope commented on the year to date financial report (see below) and the plan for next year (see Budget 2019/20). Cllr Pye confirmed that the Parish precept would be increased by 6.75% over the previous year. There was no comment on this from MOP. b. Residents discussions Cllr Thornton commented and reported on the recent discussions with residents noting that there had been good involvement from Simpson residents and asking that input from Ashland residents would be beneficial c. CA:MK Ashland project Cllrs Pope and Baume reported on the plans to carry out a community engagement/research project in Ashland to input into future plans. A steering group has been set up including three residents from Ashland d. Simpson Village Hall developments Cllrs Ling and Barnes commented on the current and future plans for maintaining and enhancing the Village Hall, including the carpeting of the hall using carpet tiles to improve acoustic performance. One MOP objected to the carpeting of the hall. The Chair warmly invited MOP to join the Village Hall Committee and input to decision making 	

SIMPSON AND ASHLAND PARISH COUNCIL

DELEGATED DECISIONS

Meeting date:	7 th January 2019
Venue:	Simpson Village Hall
Period covered:	13/11/2018 to 31/12/2018

Decisions related to the following matters were made under the Council's Scheme of Delegated Powers.

1. Trial of carpet tiles as a new floor covering for Village Hall

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SIMPSON AND ASHLAND PARISH COUNCIL

FINANCIAL REPORT

Introduction

The following report shows the key financial information for the financial year to date (1st April 2018 – 31st December 2018).

Financial Summary

Category	Budget	MAA 31/12/2018	Actual 31/12/2018	EOY Projection
Income				
Precept	£ 50,700.00		£ 50,700.00	£ 50,700.00
Village Hall hire	£ 7,600.00	£ 5,705.21	£ 7,014.00	£ 8,750.00
VAT reclaim	£ 1,800.00		£ 2,060.14	£ 3,500.00
Other	£ -		£ 28.82	£ -
Total income	£ 60,100.00		£ 59,802.96	£ 62,950.00
Expenditure				
Admin and expenses	£ 700.00	£ 525.48	£ 1,127.61	£ 1,300.00
Audit	£ 500.00	£ 375.34	£ 180.00	£ 180.00
Dog bin cleaning	£ 1,800.00	£ 1,351.23	£ 903.86	£ 1,200.00
Insurance	£ 725.00	£ 544.25	£ -	£ 725.00
Memberships/Subs	£ 450.00	£ 337.81	£ 558.83	£ 525.00
Media	£ 2,500.00	£ 1,876.71	£ 1,867.52	£ 3,000.00
Clerk salary	£ 5,750.00	£ 4,316.44	£ 4,919.39	£ 6,500.00
Cleaner salary	£ 1,750.00	£ 1,313.70	£ 1,248.32	£ 1,750.00
Community events	£ 9,300.00	£ 6,981.37	£ 45.00	£ 1,500.00
Community projects	£ 6,350.00	£ 4,766.85	£ 3,194.40	£ 10,200.00
Village Hall maintenance	£ 2,500.00	£ 1,876.71	£ 1,721.70	£ 2,500.00
Village Hall utilities	£ 1,700.00	£ 1,276.16	£ 1,289.33	£ 1,600.00
Other 1	£ 350.00	£ 262.74	£ -	£ 350.00
Other 2	£ -	£ -	£ -	£ -
Other 3	£ -	£ -	£ -	£ -
Contingency	£ 1,275.00	£ 957.12	£ -	£ -
Grants	£ 3,300.00	£ 2,477.26	£ -	£ 500.00
Purchase of asset	£ -	£ -	£ 246.00	£ 250.00
Total expenses	£ 38,950.00		£ 17,301.96	£ 32,080.00
Surplus/Deficit	£ 21,150.00		£ 42,501.00	£ 30,870.00
Contribution to devolution	£ 17,000.00			

Explanation of columns

Category	Category of income or expenditure. These categories have been chosen both for clarity and to enable simple calculation for the annual AGAR form
Budget	The budget for the category set at the beginning of the year
MAA	Moving Annual Average. The amount that we would have received/spent if the budgeted amount was received/spent equally across the year. This helps us to monitor whether we are over or under budget
Actual	The actual amount we have received/spent to date
EOY	The amount that we currently project we will have received/spent by the end of the year

Notes

The following are areas that I have highlighted for comment. Other areas not mentioned do not require specific comment at this stage.

Income

- Village Hall hire continues to make a significant net contribution to the income of the Parish. See under Village Hall.

Expenditure

- Admin and expenses and Clerk salary are all above budget due to the unforecast changeover of two Parish Clerks.

Reserves

The Parish Council is currently in the process of building up its reserves to ensure that services are maintained at or near the current level when the Council needs to start taking on services such as landscaping as they are devolved from MKC.

The following table shows the current reserves, highlighting where money has been earmarked for a particular purpose. We are projecting total reserves to be £92,823.19 by the end of the year with approximately £60,000 of this being earmarked for specific items. The new Operational float is the minimum amount of money that we would normally expect to keep in the current account.

Reserves	Actual 31/12/2018	Projection EOY
Bank accounts	£ 105,703.12	£ 90,925.08
Earmarked reserves		
Devolved services		£ 33,611.00
Village Hall maintenance		£ 12,000.00
Election costs		£ 5,000.00
Operational float		£ 10,000.00
General reserves		£ 30,314.08

Village Hall

The table below shows income and expenditure as it pertains to the Village Hall:

Village Hall	2018-19	Actual 31/12/2018	Projection
Income			
Village Hall hire	£ 7,600.00	£ 7,014.00	£ 8,750.00
Other	£ -	£ -	£ -
Total income	£ 7,600.00	£ 7,014.00	£ 8,750.00
Expenditure			
Cleaner salary	£ 1,750.00	£ 1,248.32	£ 1,750.00
Village Hall maintenance	£ 2,500.00	£ 1,721.70	£ 2,500.00
Village Hall utilities	£ 1,700.00	£ 1,289.33	£ 1,400.00
Insurance (50%)	£ 362.50	£ -	£ 362.50
Total expenses	£ 6,312.50	£ 4,259.35	£ 6,012.50
Surplus/Deficit	£ 1,287.50	£ 2,754.65	£ 2,737.50

Some of the budget currently set aside for maintenance may be used for capital items, such as new flooring. If this were the case then the maintenance figure would be reduced and the profitability increased.

Precept 2019/20

The following information has been submitted to MKC:

Parish Name:	<u>SIMPSON & ASHLAND</u>
On behalf of the above Parish, I am informing Milton Keynes Council that the precept requirement for 2019/20 is as set out below:	
Your Parish	
Parish Budget Requirement	£ 54,404.70
less MKC Grant Income (negative figure)	£ (2,678.20)
Parish Precept Requirement	£ 51,726.50

Budgets 2019/20

The budgets set out below have been discussed and formally agreed:

Budget	2019-20 Budget
Income	
Precept (6.75% increase on 2018/19)	£ 51,726.50
MKC Grant income	£ 2,678.20
Village Hall hire	£ 7,600.00
VAT reclaim	£ 2,500.00
Other	£ -
Total income	£ 64,504.70
Expenditure	
Admin and expenses	£ 752.50
Audit	£ 600.00
Dog bin cleaning	£ 1,350.00
Insurance	£ 800.00
Memberships/Subs	£ 300.00
Media	£ 3,200.00
Clerk salary	£ 6,000.00
Cleaner salary	£ 1,900.00
Community events	£ 10,000.00
Community projects	£ 7,500.00
Village Hall maintenance	£ 1,500.00
Village Hall utilities	£ 1,200.00
Additional employee	£ 7,000.00
Grants	£ 2,000.00
Contingency	£ 402.20
Purchase of asset	£ -
Total expenses	£ 44,504.70
Contribution to reserves	£ 20,000.00

Payments

The following table shows all payments made from the current account above £200 between 01.11.18 and 31.12.18

Record of Payments					
Date	Type	Details	Amount	Category	Notes
19/11/2018	DPC	'CVS IMPREST ACC , S APC , VIA ONLINE - PYMT , FP	£ 701.70	Clerk salary	Includes Cleaner salary
13/12/2018	DPC	'CVS IMPREST ACC , S APC , VIA ONLINE - PYMT , FP	£ 647.00	Clerk salary	Includes Cleaner salary
14/12/2018	DPC	'PRONTAPRINT MK , S AND APC , VIA ONLINE - PYN	£ 490.40	Media	Newsletter printing
14/12/2018	DPC	'JJ FLATMAN , S APC , VIA ONLINE - PYMT , FP 14/12	£ 1,100.00	Village Hall maintenance	New radiators in Village Hall

Prepared by Rupert Fairclough, Parish Clerk and Responsible Financial Officer, 04.01.19

SIMPSON AND ASHLAND PARISH COUNCIL

VILLAGE HALL REPORT

Meeting date:	7 th January 2019
Venue:	Simpson Village Hall
Prepared by:	Cllr Robert Ling

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
Completed Works				
Blinds for new fire door. Work complete. Closed.	<ul style="list-style-type: none"> Restores privacy to night time users (lost when new fire doors were installed) 	None.	£40 Fitting by SAPC at no charge	Essential maintenance
Radiators in entrance hall and disabled toilet Closed.	<ul style="list-style-type: none"> Damp free environment for storage in entrance hall Slip free floor and better baby changing facility in disabled toilet. 	Potentially higher heating bills (say additional 5%)		Remedial action to protect the public (slip hazard) and the fabric of the building (effects of long term damp).

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
Window cleaning Closed	Clean windows (feel good factor)	Cost. Access to kitchen side windows needs to be established. (See above).	£70 pa	Regularises informal maintenance arrangements already in place.
Works Approved and in Progress				
Carpet the floor Hall	Main impact will be on sound management allowing people to converse more easily. Change in ambience of the hall (visual and reverberation.) More effective and cheaper than a hearing loop system.	Far less suitable for dancing	£1600 Specialist Cleaning circa £200pa	Improvement Project (Hall acoustics)
Commercial Ladder	Safe access to roof and loft space. Subject to SAPC H&S inspections. Note. Existing ladder condemned because it was unsafe. Loft space now used as storage	Cost Storage space required (mainly because it will be higher than ceiling height when stored vertically.)	£250 Note. Must be commercial grade, hence price.	Preventative maintenance.

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
<p>Storage</p> <p>Storage needs to be</p> <ul style="list-style-type: none"> • Safe • Adequate for need • Is never, almost by definition, enough(!) <p>Flexible shelving system to replace cupboards in the staffroom</p> <p>Create more available space in large chair store by mounting chair trolley to wall as per tables trolley in the smaller store room.</p>	<p>Will adapt to changing needs and be safe and convenient throughout its useful life.</p> <p>Will need redecorating and re flooring to be pleasant to use.</p> <p>This will release floor space for shelving as above. (About half the space deployed by the current rack.)</p> <p>Any stationary fitment is fundamentally safer than moving (unstable) objects.</p>	<p>Cleaner equipment, especially damp mops, need to be relocated. A new cupboard is proposed for the entrance hall to store cleaning materials and the new ladder. (Efficient ladder storage) additional height.</p> <p>Defines an area, for the foreseeable future that is only suitable for chair storage.</p>	<p>£2000 including new mop and similar cupboard, all shelving and redecorating the staff room.</p> <p>New carpet in Staff room £175</p> <p>Say £50 for wall bolts and additional hardware. SAPC will provide tools and labour.</p>	<p>Improvement project to accommodate potential new users who need storage.</p> <p>Inexpensive improvement project.</p> <p>Inexpensive improvement project.</p>
<p>Proposed Works Pending Approval</p>				

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
Tapestry Lighting	Highlights (literally!) work of residents. Good backdrop for speakers. Sets ambience in the hall. Acknowledges the wishes of some residents.		£300 for labour and parts	Improvement project. A potential use of VF grant?
Grounds maintenance (land at side of kitchen and carpark)	Improved visual presentation of the hall in support of works already carried out by gardening group. Building accessible for planned and preventative maintenance.	Present scrub land deters potential offenders (difficult to reach windows in the dark). This activity will not impact the work being undertaken by the gardening group who provide a delightful uplift to the site with seasonable planting.	Two cuts per season, £75 per cut or volunteer function but the latter brings with it H&S and insurance issues.	Preventative maintenance. (Allows rapid response to roof problems for example)

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
<p>IT improvements</p> <p>Camera to check effective lockup</p> <p>Wifi thermostat to control heating remotely (frost management and economy)</p>	<p>Allow remote inspection, avoiding unnecessary late-night visits.</p> <p>Remote management of hall temperature, saving site visits and/or wasted heating if hall users have not turned down the heating.</p> <p>Overrides rash use of room thermostat.</p>	<p>Needs to be signed up the data commissioner. Maybe considered intrusive for users (Manageable because camera(s) would not point at people and there would be no microphone.</p>	<p>£150 and a monthly charge for connectivity if a wifi thermostat is not fitted. (Same monthly charge would cover both devices)</p> <p>£170 and a monthly charge for connectivity. However, likely to pay for itself (ROI in 18 months) because of energy savings.</p>	<p>Improvement projects</p>
<p>Upgrade fire equipment to current standards.</p> <p>To be defined in consultation with Churches Fire.</p>	<p>Statutory compliance. RL also recommends a feed to VH remote monitoring to accommodate early intervention at times when the hall is unoccupied.</p>	<p>Cost if not a reasonable H&S measure.</p>	<p>Up to £800 as a guesstimate, mainly because of wiring needing to be highly fire resistant.</p>	<p>To include external lighting over fire exit.</p>

Item	Benefits	Drawbacks	Costs or Budget estimates pending further investigation.	Activity Type
<p>Sundry minor maintenance works.</p> <p>Replace damaged tables (circa 4)</p> <p>Replace worn our chairs, (circa 6)</p> <p>Provide fire door securing (open position) for hot days.</p>	<p>Full complement of tables available.</p> <p>Full complement of padded chairs available.</p> <p>Comfortable habitation environment in hot or muggy weather</p>	<p>Unsecure side entrance when in use. (Egress of children, ingress of undesirable characters).</p>	<p>Cost TBA</p>	<p>BAU maintenance activities.</p>
<p>Roof Repair</p>			<p>TBA</p>	<p>Maintenance</p>

SIMPSON AND ASHLAND PARISH COUNCIL

CLERK REPORT

Meeting date:	7 th January 2019
Venue:	Simpson Village Hall
Prepared by:	Rupert Fairclough, Parish Clerk & RFO

Following the introduction of some new systems and ways of working, as set out in my last report, the Parish is now operating in a more efficient manner – helping us to minimise administrative costs and maximise use of the precept for our communities and residents.

I will continue, on an ongoing basis, to ensure that SAPC is getting the best possible value from all expenditure by carrying out market comparisons and tendering for contracts as and when required.

This year to date, cost reductions have been made in the following areas:

- **Utilities** – a new electricity contract has been adopted for supply to the Village Hall. A new gas supplier has also been appointed and will come on stream soon.
- **Telecoms** – a new contract has been negotiated with our telecoms provider enabling us to provide free Wi-Fi to hirers and a reduced cost to SAPC.

I continue to be available on Tuesday mornings between 10am and 12pm at Simpson Village Hall to meet with residents and discuss issues. This has proved very successful to date.