

Draft until signed

Minutes of Madingley Extraordinary Parish Council Meeting

Thursday 31st May 2018 at 7.30pm, Madingley Village Hall

Present: S Hawkins (SH) (Chairman), J Stevenson-Hinde (JSH) (Councillor), D Ousby (DO) (Councillor), F Naughton (FN) (Councillor)

Attending: S Meech (SM) (Clerk/RFO), C Baldwin (CB) (Madingley Village Hall)

1. Apologies for absence and declarations of interest

No apologies or declarations of interest were given.

15. (b/f) Budget review and forward planning

SH brought this point forward for discussion at the beginning of the meeting. SH advised that after a financial review of spending in 2017/18 there has been more expenditure than revenue, raising concerns that spending will increase and reserves decrease. SH advised that Madingley Parish Council (MPC) would like to be back in a position where they are able to support village projects.

Some ways to reduce expenditure that were put forward by SH included consideration of the purchase of a laser printer for the production of the Madingley News (MN). DO advised that SCDC have a printing facility that he could enquire with as to charges for printing of MN and whether printing in black and white or colour would make a substantial difference, MN was previously printed in black and white.

Grass cutting was raised as another area for review, the grass could potentially be cut less and a note as to when the cuts are occurring would ensure accuracy of invoicing. CB suggested asking CGM Group for how to reduce the costs for grass cutting.

It was discussed that grants to the village hall may need to be reduced even though MPC are reluctant to do this. DO queried what the figure of £1,200.00 currently paid as a grant to Madingley Village Hall covers, CB explained that it covered insurance, heating, and helping to build a reserve for essential maintenance works that will be required in 7-8 years' time. CB advised that he has managed to renegotiate insurance for the village hall recently to £1,022.00 per annum and it would be difficult to cover this cost if the village hall received under £1,000.00 from MPC. DO suggested MPC view the annual accounts and costings for the village hall. CB advised that it was general upkeeping but DO suggested it would be beneficial to see a report and accounts.

In 2017-18 there was spending on traffic calming which will not occur in 2018-19 although there will be a £600.00 application fee for permanent closure of The Avenue. DO suggested that a Highways Improvement Grant is considered. SH advised that MPC would like to be back in a position to support village projects.

CB suggested that as the play area costs are relatively high it could be worth approaching the Stephen Perse school for funding as they use the play area on a regular basis. SH agreed that this is another way to increase income for MPC and JSH suggested a budget for costings of the play area is produced to provide to the Stephen Perse school. **Action** – SM to clarify with Cane & Company the liability cover for the play area within MPC insurance policy.

SH advised MPC that the precept will need to be increased for 2019-20 as the precept is not increasing in line with spending and reserves will soon diminish.

Action – Agenda for September to consider the budget for 2019-20

Action – DO to enquire with the printing room at SCDC as to printing costs for the Madingley News

Action – SH with the assistance of CB to approach the Stephen Perse school for funding towards the village play area.

Action – CGM Group to be approached for explanation of costs for grass cutting and advice on cost reduction.

Action – SH to approach estate management at Madingley Hall to enquire about grass cutting.

2. Review and adoption of appropriate standing orders and financial regulations

These documents were reviewed and adopted at the parish council meeting on 24th May 2018.

3. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

This item was discussed under budget planning.

4. Review of representation on or work with external bodies and arrangements for reporting back

This item was discussed under budget planning and agreed for CGM grass cutting to be reviewed and approached for an explanation of costs.

5. To make arrangements with a view to Madingley Parish Council becoming eligible to exercise the general power of competence in the future

MPC discussed that for this to occur they would have to consider for the clerk to carry out training to become a qualified parish clerk through the CILCA qualification.

6. Review of land inventory and other assets including buildings and office equipment

This was discussed under budget planning and included contacting Cane & Company to see what exactly is covered under our insurance policy in order for the asset register to be reviewed. MPC are unsure as to what street furniture relates to on the assets register and insurance documents.

7. Review of insurance including renewal notice and renewal premium payment

SM received a quotation from Zurich Insurance for a like for like comparison to the current insurance held. Zurich quoted £507.50 And Cane and Company provided a renewal quote of £490.22 and with a 3-year LTA it was £468.21. DO proposed that the 3 year LTA is taken, SH seconded and all councillors were in agreement so a cheque for £468.21 (cheque Number 101120) was written and signed by SH and DO.

8. Review of subscriptions to other bodies

All subscriptions for 2018-19 were reviewed and agreed by MPC as relevant and required

9. Review of complaints procedure

Reviewed and adopted.

10. Review of policies, procedures and practices in respect of FOI and GDPR

Reviewed and adopted.

11. Review of policy for dealing with the press/media

Reviewed and adopted.

12. Review of employment policies and procedures including SCP annual increment

It was discussed and agreed for an annual appraisal to be carried out by SH and DO with the clerk before the next parish council meeting on Thursday 12th July 2018.

13. Review of Council's expenditure incurred under s.137 of LGA 1972

No S.137 expenditure occurred in 2017/18, MPC is aware of its limits.

14. Determine the time and place of ordinary meetings up to and including the next annual meeting

MPC agreed for the parish council meetings to be carried out every 6 weeks in Madingley Village Hall. The meeting date in September is to be moved from Thursday 6th September 2018 to Monday 10th September 2018. All other dates agreed 18th October 2018, 29th November 2018, 10th January 2019, 21st February 2019, 4th April 2019 and the 16th May 2019 with a 7pm start for the Annual Parish Meeting to be carried out before the Annual Parish Council Meeting.

15. Any other business for inclusion on the next agenda

No additional items were advised.

16. Date and time of the next meeting – Thursday 12th July 2018 at 7.30pm

Meeting closed at 9.45pm