

7th February, 2023

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 7th FEBRUARY, 2023 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell (Chair), Cllr Baker (Vice Chair), Cllr Parris, Cllr Marr, Cllr Buchanan,
Cllr Savaryn, BCllr Dalton, BCllr Davis
T Miles (Clerk). 5 Members of the Public

1.	APOLOGIES: Cllr Rimmington, Cllr McDermott	
2.	<p>MINUTES Monthly Parish Council meeting</p> <p>The minutes of the Parish Council meeting held on 10th January, 2023 were proposed by Cllr Parris and seconded by Cllr Baker. The minutes were to be signed by the Chairman.</p> <p>The minutes of the Parish Council Precept meeting held on 10th January, 2023 were proposed by Cllr Baker and seconded by Cllr Marr. The minutes were to be signed by the Chairman. Clerk advised that TMBC confirmed receipt of the submission on 17th January.</p>	
3.	<p>MATTERS ARISING FROM MINUTES</p> <p>Members agreed that any other matters arising from the minutes would be dealt with under the appropriate heading, as the meeting progressed through the agenda.</p>	
4.	<p>DECLARATIONS OF INTEREST</p> <p>None</p>	
5	<p>EXTERNAL REPORTS</p> <p>5.1 Borough Councillor: BCllr Dalton reported that, following an update request on the Medical Centre at the last meeting, he had investigated when the Centre would be open and whether the practice is accepting new patients. Phoenix Surgery had advised that the Practice are frustrated that Trenport are delaying the process, as have builders ready to start work. There are currently 2 GP's and a locum plus a nurse practitioner. However, they are now at a stage of not being able to taking on any new patients as they are currently working to their limit of safe working practices. It is therefore unlikely for any new residents to be able to register. He also spoke to TMBC and has been told that the under the original application for the surgery, the Integrated Care Board (ICB) had a 2 year option on the land, the practice allowed this to lapse, they then put in another application to increase the size and have asked Trenport to give them the land which was refused. Cllr Savaryn asked why, if Trenport promised a surgery, it had not been built, could more pressure be put on them? BCllr Dalton explained that under the terms of the S106, land would be made available, not built or gifted, it is down to the ICB to purchase the land and build. But now the land prices have increased, the ICB are now trying to find the increased amount.</p> <p>Cllr Parris noted that residents from Wouldham could possibly register with Borstal surgery, Clerk noted that she understood that they were also not taking any new patients.</p> <p>Cllr Bell felt that the outcome of BCllr Daltons investigations meant that there would probably not be a Medical Centre in PV in the short or medium term and that this was another example of S106's not working. He felt that developers were able to appoint specialists to undermine the spirit of the agreements.</p> <p>5.2 BCllr Davis advised that the S106 system is being changed as there have been many opportunities lost due to the wording of the legal agreements signed. It is hoped to increase community consultation before any 106's are signed and that TMBC will be the central point for all 106's in future. He would like all 106's to be seen and reviewed by the Parish.</p> <p>5.3 Clerk asked if the BCllrs could provide a comprehensive report on the S106 movements for PV i.e. Bridge, amount paid, cleared, amounts held by TMBC, amounts returned to the developer, items deemed undeliverable, items due to be delivered. She will provide details of progress so far.</p> <p>5.4 Cllr Parris asked where the money was coming from for the One-Way system, Clerk to ask KCC.</p>	<p>BCllrs Clerk</p> <p>Clerk</p>

Signed _____

Date _____

5.5	BCllr Davis reported that he investigated the rise in Council Tax exemptions as requested by the Parish Council. He advised that the formula for calculating the Precept is quite complex. It shows a reduction in 'anticipated growth' from 132 to 60 for 23/4. However, the number of exemptions has only risen by 18. It seems that the main reason for exemptions is the rise of single people on the electoral roll.	
5.6	County Councillor: Not received – no questions raised.	
5.7	Community Warden: Cllr Bell reported that Simon White, the new Warden is now out and about meeting residents. Cllr Parris noted he had visited the over 60's club and will return with information to support the group. His contact details will be published on the website and notice boards. They are: Email: Simon.White@kent.gov.uk Tele: 07813694140	
6.	COMMUNITY SAFETY	
6.1	PCSO report: Not received.	
6.2	Neighbourhood Watch: Not received.	
6.3	Speedwatch: There will be no Speedwatch until the end of March as it is too dark in the mornings/evenings.	
7.	ADMINISTRATIVE AND FINANCE MATTERS	
7.1	Signing of payment request – Done	
7.2	RESOLUTION TO APPROVE STANDING ORDERS - Cllr Bell proposed, seconded by Cllr Baker. APPROVED	
7.3	RESOLUTION TO APPROVE FINANCIAL REGULATIONS - Cllr Bell proposed with 1 revision regarding producing an expense form for approval. Seconded by Cllr Baker. APPROVED . Page with revision to be circulated with minutes for inclusion in Cllrs records.	
7.4	INTERIM AUDIT REPORT FINDINGS – Noted . Cllr Bell outlined recommendations by the Auditor for discussion. Firstly, he suggests implementing a new accounting system due to the long-winded way it is currently being done. He reported that a quote from 'Scribe' gives a cost of around £1200 for the first year, but it would be more automated. Cllr Parris felt that the current system works well for the information being produced. Cllr Buchanan asked that the Finance Team look at it and make a recommendation moving forward. The other main point was the reserves allocation, Cllr Bell noted that although up to 6 months running costs can be held, there are projects that have not come forward which has created a surplus. The Finance team will produce a report with recommendations.	FINANCE
7.5	EXTERNAL AUDIT REPORT FINDINGS - Cllr Bell explained that although all Councillors had seen the report last year and it had been published on the website, it was not in fact minuted at a Parish meeting. Clerk noted that the report accepted the AGAR with no issues or recommendations. All noted .	
7.6	RESOLUTION TO DEVOLVE SETTING UP A NEW SAVINGS ACCOUNT TO FINANCE TEAM: Cllr Bell noted that although we are under the 100k limit, we are still over the 85k secured by the FCSC. Cllr Baker explained that it is quite difficult to recommend a savings account as there are so many variables and asked what priorities are required by the Council. Cllr Buchanan felt that safety of funds should be a priority over interest rates. Cllr Savaryn felt that it should be a main stream provider rather than an obscure bank. Cllr Bell proposed devolving the decision to the Finance Team with the above parameters. Seconded by Cllr Parris. ALL AGREED	FINANCE
8.	MEMBERS OF THE PUBLIC (MOP)	
8.1	MOP1: Reported that she had sent 4 items to KCC through the 'report a problem' website. These related to pot holes, overgrowth along the path to Winchester House, the damage of the grass verge outside Medway Green school and a gas canister fly tipped on the Rec. She passed the list with reference numbers to RFL to monitor. Anyone can report, or add to a report by using the KCC website: https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx	SB
8.2	MOP 2: Introduced himself as the person applying for a dropped curb on Nelson Road. He apologised for parking his works vehicle on the grass as he was unaware of any covenant. He advised that there is already an issue of parking on the road. Also, due to other vehicles parking at the entrance of the car park, as you pull out of there is a lack of sight line of the main road, finally he feels it would be safer when transferring his dog if he did not have to use the highway and hopes the Council will not object to his application.	

Signed _____

Date _____

8.3 8.4 8.5	<p>MOP 4. Noted that, as well as the damage to the verge, the area by Medway Green School is becoming very dangerous during pick up times. People are double parked on yellow lines and all around the junction. He asked for a traffic warden to attend at school time. Cllr Bell advised that we will ask KCC if the area could have bollards. The school have said that they are looking to provide a car park in the field, but we have yet to see any plans or applications. Also, we have reported the issue to the PSCO who has visited to ask the school not to park and she has suggested parents park in Knowle Road if there is no parking available. Cllr Bell noted that there is an increase in pupils, which is making the situation worse.</p> <p>MOP 5: Asked for an update regarding resident parking. Clerk advised that the re-lining has been approved and should be carried out shortly. This will give an additional 8 places and will also enable bollards to be placed if it does not resolve the problem.</p> <p>MOP 6: Noted that rubbish has been dumped again by the substation and as it is on PC land they need to arrange for removal. It was also noted that it was sand which could be taken by anyone if needed.</p>	Clerk
9. 9.1 9.2 9.3	<p><u>PLANNING</u></p> <p><u>Planning</u></p> <p><u>Planning applications considered and commented upon by the Planning Committee:</u></p> <p>23/00024/FL Dropped kerb on land outside 2 Nelson Road</p> <p>BAE Systems, Marconi Way. Consultation by Medway Council (MC/22/2990): Outline application with some matters reserved (appearance and landscaping) for the redevelopment of the land associated with BAE Systems to include the provision of a new factory building, one office building and a new deep storage building, with ancillary car parking areas, alongside associated highways, fencing and access works, provision of new substation, waste storage compound, heat pump/chiller plant, pump house, sprinkler tanks and gate houses following demolition of the existing buildings bar Faraday building and Falcon building which will remain - resubmission of MC/21/2292</p> <p>22/02883/CNA</p> <p>22/02876/FL Downs Farm, Pilgrims Way - Erection of a two-bedroom detached dwelling with mezzanine and basement, associated curtilage and three parking spaces (Resubmission of TM/22/01210/FL)</p> <p><u>Planning applications approved:</u></p> <p>22/02459/AT Unit 6 Pelican View Business Park Shorts View -Advertisement consent for signage with lighting on the corner of warehouse 6 and warehouse 8 advertising the company name</p> <p><u>Planning applications refused/withdrawn:</u></p> <p>22/02389/LDP 2 Nelson Road. Dropped kerb. Lawful Development Certificate - REFUSED. RE-SUBMITTED AS ABOVE</p> <p>22/01210/FL Downs Farm, Pilgrims Way - Erection of a two bedroom detached dwelling with mezzanine and basement, associated curtilage and three parking spaces - REFUSED. RE-SUBMITTED AS ABOVE.</p>	
10. 10.1 10.2	<p><u>ROADS, FOOTPATHS & LIGHTING -</u></p> <p><u>Updates:</u></p> <p>Cllr Bell noted that the comments made by MOP 1 have been passed to Cllr Buchanan to monitor/ progress. Also, heavy traffic has gone across the land at the back of Trafalgar damaging the grass, this is being looked into by TMBC. Cllr Buchanan enquired where the boundary was along the bottom road. Cllr Bell explained that it went to the Wouldham side of Ringshill Farm (the farmhouse itself is in Medway). The fly tipping along the top road continues to be a problem and there was also a burnt-out car by the motorway bridge, but all the areas seem to be in Medway. Cllr Buchanan asked if we should actively report to Medway Council. BCllr Davis noted that the problem could be that it is on private land.</p> <p>BCllr Davis also noted that TMBC are now employing a company to help deal with fly tipping across the borough.</p> <p>Car Park Lines: Clerk advised that she had received an additional quote, but it was higher than the one agreed so it will just go into the file for comparison purposes. The new lines around the edge of the car park will enable us to put in bollards for resident only parking as they are currently too big to secure the space with a bollard.</p>	CLERK

Signed _____

Date _____

11.	OPEN SPACES	
11.1	Recreation Ground. Cllr Bell noted that there has been an encroachment of a concrete base onto PC land and part of our wall removed. He advised that Planning have been contacted for advice, but feels that we need to write to the owner to find out why they have done this. Cllr Parris proposed and Cllr Buchanan seconded. Cllr Parris asked that at the time of writing, they be asked to remove the building materials left on our land too. ALL AGREED	Clerk
11.2	Cllr Bell thanked the anonymous resident for clearing up McDonald's rubbish from the car park, also to the resident who cleared up the poo bags from the piggy field. It is great to see local residents taking a pride in their community, but sad that they need to do these kinds of things. He asked for permission to speak to McDonalds to complain. Cllr Baker suggested that the PV contractor may like to go along as they have the same issue in PV. Principally they will be asking for additional bins or a contribution towards the litter picking costs. ALL AGREED	EB/ Orchard
11.3	Gate at the top of the Rec. Cllr Marr explained that the spring is not repairable and that a quote had been received for £175 to change the position of the gate and put a closing band on it. This will mean that gravity helps to close the gate. Cllr Parris noted that there did not appear to be many problems with it at the moment. Cllr Marr proposed to proceed with the quote, seconded by Cllr Savaryn. ALL AGREED. Also, a member of the public had fallen at the entrance as it is very muddy. We could look at putting some drainage mats at the entrance.	VHC
11.4	Cllr Bell suggested to put a sign on the Height Barrier identifying the car park name. Cllr Buchanan did not feel it should be necessary, Cllrs Baker and Marr suggested it could be looked at dependant on cost i.e not too long. Cllr Bell will research costs and names to report at the next meeting.	EB
11.5	Allotments : Cllr Marr advised that he had taken a meter reading for water and there appears to be a leak. One leak on an unauthorised stand pipe was repaired following the cold snap, however, the meter is continuing to rotate with taps off. The current water bill is around £600 indicating excessive usage. Clerk has notified SE Water and they are coming out 8am – 12pm on 20/2 to check. Either Cllr Bell or Cllr Marr will attend site to open up. If there is a leak, we will get a rebate.	EB
11.6	Ground Maintenance: Cllr Bell noted that the KCC Devolved Maintenance Urban Cut contract is due for renewal and proposed to continue, seconded by Cllr Parris. ALL AGREED Clerk to inform KCC	Clerk
11.7	PV Play Equipment: Nothing to report	
11.8	Common: Nothing to report	
12.	VILLAGE HALL	
12.1	Cllr Bell noted that there was a meeting of the Village Hall Committee last Tuesday, minutes attached.	
12.2	Fabric: The Village Hall Charity has obtained, reviewed and approved quotes for works. Most of the work will be completed by/during the Easter break. The new door has been fitted and just needs to be painted. The gate position is being changed to allow for people to step off the road, railings will also be attached to the internal wall as a safety measure. The ceiling has been replastered and should be painted shortly. The back wall will be cladded and insulated, this will stop the damp and hopefully reduce heating costs. It was agreed that as the fire exit at the rear of the building has been blocked or is inaccessible, that the shed at the bottom of the garden is moved and a gate put in the fence to ensure our right of way is maintained and users can evacuate the premises. Covenants exist on the properties giving access across their land, so this effectively will be transferred from the top to the bottom of their gardens. The bushes/trees at the side of the toilet block will be removed as they have been identified as a cause of the cracking in the wall. Trustees will liaise with the neighbour to get this done. Storage shelves will be provided for Jellybeans to enable them to store their equipment more efficiently and condense the space they take up. 2 quotes have been received for the kitchen/disabled toilet refurbishment as previously agreed by the Parish Council. Once the final quote has been received, they will be reviewed.	
12.3	Clerk noted that this maintenance work, paid by the Charity, means that their funding will be reduced to almost zero. If they cease trading, the Parish Council will have to undertake and future works needed and will need to hold reserves for this.	
13.	HEALTH & SAFETY/RISK MANAGEMENT	
13.1	Cllr Bell advised that the Parish Risk Assessment, included in last month's papers, and the revised page of the Financial Regulations (attached to the minutes page 2179), need to go into Councillors files to ensure they remain current.	ALL

Signed _____

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13.2	Defibrillators: Both the Village Hall and Community Centre have been checked. Cllr Bell observed that the one on the Community Centre is on a wall with no doors. This is great for any emergencies on the field, but not so good for any emergencies in the Centre. Clerk advised that she is still awaiting a quote to re-site the one to the church.	CLERK
13.3	Lifebuoys: Nothing to report	
13.4	Play equipment: Cllr Bell noted that ROSPA had given an amber rating to the zip line as there is wear to the uprights and the mechanism has not been inspected. He thanked BCllr Davis for clarifying that the S106 monies would only pay for repairs. So, even though the 19k quoted for a new one is cheaper than repairs, the only way we could draw down any of the money would be to have it repaired. A new unit would need to be paid for by the PC. Cllr Buchanan felt that the zip line is needed as it is the only thing in the park for older children. Cllr Parris noted that adults are using it which caused the wire to need to be replaced. Cllr Marr noted that Martin Dukes bought a new unity 6-7 years ago. Clerk to continue to try to find someone to replace the uprights, wire and inspect mechanism although she pointed out that she has already approached 5-6 companies, who refuse to quote and would welcome any support.	Clerk
13.5	Village Hall: Clerk thanked BCllr Dalton for repairing the toilet water heater free of charge. Pat testing has been completed and the fire extinguishers checked. The asbestos survey is now on file. Still awaiting Risk Assessment from Jellybeans.	
13.6	Salt bins; Cllr Bell reported that all the bins had been filled around the village. Cllr Baker noted that Burham have 11, old Wouldham have 7, but there are none in PV (there are 2 for communal parking only). He suggests that the PC looks to purchase 3 bins and Trenport fill them. Cllr Bell was concerned that if Trenport didn't fill them PC will be responsible. Cllr Parris asked if KCC could be asked why there are none as there are adopted roads. Cllr Bell suggested contacting KCllr Andrew Kennedy to see if he can influence. Cllr Baker also noted that if we purchased bins, KCC would provide salt. Cllr Marr noted that they would just deliver 1 tonne bags, so someone would need to store it and re-fill the bins.	Clerk
14.	GENERAL VILLAGE BUSINESS:	
14.1	Community News. Cllr Bell noted that clerk has a meeting with 3 volunteers and the previous editor and are planning to move forward with a new magazine. If Councillors know of any events, please let clerk know. There is a band in the Church on Saturday 11 th , contact details are on the notice boards. Cllr Marr asked if it would be just online as most people like hard copy. Clerk advised that they are currently looking at the cost for a Royal Mail bulk delivery. However, it is likely that the magazine would only be published 6 times a year. (termly). A full project plan will be presented at a later meeting.	Clerk
14.2	Coronation event planning: Cllr Bell will chair the group. Clerk has asked for BIG Lunch pack which will be published mid-February, so a meeting will follow once this has been received. It was noted that there is little interest in doing anything, so something small scale for the children may be the only thing we do.	EB/Clerk
14.3	PPP: Cllr Bell noted that he will be attending the next PPP meeting on Thursday 9 th February. Any questions should be sent to him asap. Cllr Buchanan asked if she could attend. Clerk to ask TMBC to add her.	
14.4	May Meeting: Cllr Bell noted that the May meeting and AGM/Parish Meeting was due on 2 nd May. However, as the elections are on 4 th May, the AGM/Parish and Full Council Meeting will be held on 16 th May. Clerk to update website.	Clerk
15.	CORRESPONDENCE: NONE	
16.	DATE OF NEXT MEETING: Tuesday, 7 MARCH, 2022 in the Village Hall at 7.30	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:	
17.1	Cllr Parris noted that Barb Earl, Clerk to the Council for many years, has passed away and asked if we could send a £35 floral tribute. ALL AGREED. Clerk to arrange. The funeral will be at 2pm on 3 rd March at St Mary's Church, West Malling.	Clerk
18.	MEETING CLOSED AT : 9.45	

Signed _____

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WOULDHAM PARISH COUNCIL

Finances up to January 2023		Jan Meeting		
Opening Balance Nat West 28/12/22				£101,515.92
RINGFENCED TOTALS				
Monies from car park donations			£ 1,830.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 93.99	
Current available monies ringfenced			£ 3,623.99	
Receipts made up to 29/1/23				
23-Jan-23	Sloan F & C			105
20-Jan-23	Allotments			808.00
20-Jan-23	Wayleave			81.33
TOTAL INCOME				13.49
Payments made up to 29/1/23				
				£ 1,007.82
05-Dec	Orchard Landscaping	Grounds Maintenance		3939.60
Dec	Staff Costs			1456.16
Jan	Npower	Streetlights	BAC	26.68
Jan	Giffgaff	Phone	BAC	6.00
Jan	EDF	CCTV	DD	18.00
Jan	Nest	Pension	DD	39.50
Jan	Gmail	email	DD	5.52
Dec	T Miles	Expenses	BAC	94.94
Jan	T Miles	Office	BAC	216.66
Jan	Reids Playgrounds	New equip	BAC	3672.00
Dec	HMRC	PAYE to 31/12		62.15
TOTAL EXPENDITURE				£ 9,537.21
P & L for period				-£ 8,529.39
Balance (inc ringfenced)				£ 89,362.54
Pending/cleared				
Closing Bank Balance @ 26/1/23				£ 92,986.53
Payments to be agreed at Jan meeting				
Jan	Staffing Costs		BAC	1455.96
Jan	Nest		DD	39.50
Jan	Office		BAC	216.66
Jan	April Skies	Interim Audit	BAC	227.60
Jan	Giffgaff	Mobile	DD	6.00
Jan	Gmail	Email (est)	DD	5.52
Jan	EDF	CCTV	DD	18.00
Jan	N Power	Streetlights (est).		27.00
TOTAL COMMITTED SPEND @ 25/1				£ 1,996.24
ESTIMATED BALANCES				
Estimated Bank total		£ 90,990.29		
RINGFENCED TOTALS		£ 3,623.99		
TOTAL AVAILABLE		£ 87,366.30		

Signed _____

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WOULDHAM PARISH COUNCIL

Village Hall Committee meeting

31/01/2023

Wouldham Village Hall

Present: Sandra Walters (bookings), Anne Marr (trustee), Ashley Crowdrey (Rainbow & Brownies), Donna Cook (Trustee & Jellybeans), Daphne Parris (WPC rep), Tina Miles, Eddy Bell (WPC Chair) Sarah Briggs (accounts & minutes)

Apologies: Lenka Trent (Yoga) Andy Marr (WPC rep) Martin Dukes (Trustee)

1. Health & Safety updates:

1. Toilet water heater is now repaired.
2. Fire extinguishers – checked 12 Jan 2023 and all approved
3. PAT testing completed Jan – Sockets and microwave to be paid by Village Hall charity. Jellybeans has paid full cost so costs for payment by village hall charity to be deducted from next invoice Insurance claim for toilet block crack now dropped.
4. Zurich insurance renewed and updated certificate displayed.
5. Internet to be direct billed to JB from Feb – Sarah to sign on behalf of hall.
6. Suggest to move table tennis table into container for now until storage is rearranged – pended
7. Based on repair quotes which will enable central cupboard between toilets to be emptied onto new shelving and items to be used by village hall renters to be stored there (table tennis table, pool table, football etc.)

2. General expenses and fees

1. Hall supplies – Users need to advise early as possible when supplies are needed, its generally Anne that goes. However, card can be collected from Anne if anything required short notice. ACTION - Sarah Briggs to action Cost comparison to Amazon of most recent purchase to determine if cash & carry or online purchase with delivery is more cost effective
2. Fees: From Jan 1st £12 an hour for private bookings, £17 for 2.5 hours session for JB & Brownies. £13 for business hirers.
3. Internet: Internet to be changed and direct paid by JB, Sarah to add final internet costs not previously charged to JB next invoice.
4. Cleaning: Cleaner now changed and will invoice £15 per hour with max 3 hours per week and village hall charity will supply cleaning products. Will solicit feedback from yoga, JB and regular hall users over next month. New cleaner self-employed and has public liability insurance. Happy with term time and then ad hoc as needed in holidays including doing some monthly actions to clear fridge etc.

3. Regular user feedback

1. JB & Brownies & Yoga are all fine – only feedback is challenge with closing the front door as it is at the moment.

4. Repair quotes and approvals

1. New front door which has to be made to size, only 1 quote available. £950 to supply and fit this Friday – should use same lock. APPROVED Cost approved by PC in advance, required for safety.
2. Proposal to adapt garden by turning shed and creating fire exit route via bottom of garden. PC approval needed for covenants. Anne intending to speak to Melanie next door again to agree new plan and change for covenants. PENDING –Anne to follow up on agreement with adjacent property, quotes needed to move shed and enable access needed
3. Landscaping to fix buddleia etc to resolve drainage issues – quote 1 £300, quote 2 £365 APPROVED by Donna & Anne for £300 quote, Anne to schedule for half term
4. Rear wall toilet repairs - Repair to skirting in toilets and storage cupboard quoted at £1040 APPROVED - by Donna & Anne. Anne to schedule for half term
5. Repair to back of building to repair render, insulate and fix any cracks. Cladding recommended as can add cavity insulation at the same time. Quote 1 £5076 for cladding including insulation; Quote 2 for re-rendering £4000 only. APPROVED for Quote 1 £5076 by Anne & Donna. Anne to schedule for half term.
6. Removal of existing cupboards and addition of adjustable shelving in storage block to enable JB's to store all items, lock filing cabinet and ensure safe access to all items. Quote £1625 – no other quotes returned. APPROVED by Donna & Anne for £1625, Anne to schedule for half term
7. Relocation of current gate to be within the garden and not directly onto the road inc. adding of safety railings so that low wall is not accessible before reaching gate – Quote £1150 – no other quotes received. APPROVED by Donna & Anne £1150 – Anne to schedule for a Friday or half term.

Meeting closed 8.45pm, Next meeting to be scheduled

Signed _____

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6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. **An Expenses Form, identifying that purchases are made solely for the purposes of Parish Business, shall be signed and submitted by the Clerk/RFO, countersigned by a Councillor and submitted with the payment request at the full council meeting.**

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.