

QUENIBOROUGH PARISH COUNCIL

Minutes of the Joint Meeting of the Recreation and General Purposes/Cemetery Management Committee (Annual Budget meeting) held at 8.00 pm in the Council Meeting Room on Wednesday 28th November 2018

PRESENT: Mr S Wright (in the Chair)
 Mr S Aynsley
 Mrs R Curtis
 Mrs P Jones
 Mr B King
 Mrs S McKenzie
 Mr N Morton
 Mrs M Winterton

Mrs P Lane, Cemetery Clerk

6425 Declaration of Councillor's interest and requests for dispensation

None.

6426 Factors affecting the Council's budget over the period 2019-22: Clerk to report

There was a meeting with the Clerks and Leicestershire County Council that indicated that the County Council were still intent upon pushing towards a unitary authority for Leicestershire. It has not been made known what extra work parish councils would have as a result and whether there would be any contribution towards it.

The district councils are all making similar plans for working more closely with parish councils.

The Government will not cap parish councils over the next three years, provided the parish councils' keep their precepts low.

6427 To consider estimates of expenditure to the end of 2018-19 (A)

A report showing the estimated budget for the remainder of 2018/19 had been circulated with the agenda. This showed an estimated deficit of £464.41. The estimated end of year reserves are £52,647.13.

6428 Review of Rents (B)

A list of current charges had been previously circulated with the agenda. The rents and other fees had last been increased in 2017/18.

6429 Review of Cemetery Charges (B)

A list of cemetery charges had been circulated with the agenda. A review of the income and expenditure for the last 6 years had also been included and there was some comment over the fact that the income was down by just less than half when compared to 2016/17. The Cemetery Clerk, Mrs Lane, was there to answer questions from the Councillors.

The fees for the Cemetery were reviewed in April 2018.

The age of internment for a child was discussed.

RESOLVED that Mrs Lane would check whether there was a legal requirement for the age of internment for children. This would be put on the agenda for the next General Purposes & Cemetery Management meeting in January.

6430 Review of Risk Assessment (C)

The Risk Assessment list was circulated with the papers and agreed.

RESOLVED that the following would need to be updated:

- Grave digger insurance
- Standing Orders
- Lone Working
- Use of cameras by Staff

RESOLVED that these be updated as soon as possible.

6431 Review of Assets and values (D)

The list of assets and values was previously circulated with the papers and noted.

RESOLVED that the following be updated:

- Photocopier
- Paper shredder
- Office furniture (meeting room)
- Office equipment
- Notice boards
- Mr Clark's bench

RESOLVED that the Clerk ask the Insurers whether notice boards are insured and whether there is a need to include them.

6432 Review of Insurance (E)

The Clerk circulated the details of the Council's current insurance policy. The Council has a three-year undertaking and this runs until 1st June 2020.

6433 Review of salaries and staffing (F)

A copy of the staffing salaries report was circulated to the Council prior to the meeting. It was noted that a projected increase of 2% had been projected for the salaries as from 1st April 2019.

6434 Review of Training (G)

A list of courses had been sent out with the previous papers. The Clerk pointed out to Council the current budget of £200 being used again in 2018/19. This training amount is Councillors and staff.

RESOLVED that the budget for 2019/20 be raised by £100, taking the amount to £300.

6435 Review of standing orders, subscriptions and other recurring contracts (H)

A report listing the Standing Orders, direct debits and other subscriptions was circulated with the agenda.

Mrs Jones asked whether the third defibrillator was in place at Branston's.

It was also noted that mowing that Mr Needham undertakes at the Cemetery will be increased for 2019/20 budget.

RESOLVED to add the third defibrillator.

6436 Review of banking arrangements: Clerk to report

This was a verbal report given by the Clerk. The background was given, and update given by the Assistant Clerk.

- CAF Bank (Charitable Aid Foundation)
CAF Cash is a current account for charitable and not-for-profit organisations.
UK-based Customer Service team
Banking services through HSBC bank, although can pay cheques in through the Post Office
Online banking
CAF Cash QuickPay
Debit/Credit card
Dual authorisation for payments online – there are 4 levels of authorisation
 - Putting the payment through
 - Authorisation of payment
 - Administrator
 - Viewing only
 Payments made through online banking are Free of Charge up to £100,000
Free instant access savings account
Charges are £5/month

- Business Directplus account
First 18 months are free
Banking services through Co-op Bank or can pay in through the Post Office
Online banking
Dual authorisation – at 2 levels of authorisation
 - Putting payment through
 - Authorisation of payment
 Debit/credit card
Cheque book available
Charges are £5/month

RESOLVED to find out the following information for CAF Bank for January meeting;

- a. Interest charged
- b. Who are the underwriters
- c. Recommendations from other parish councils

6437 Review of s106 project: Clerk to update

The Clerk fed back the update from Charnwood Borough Council, their comments about the play equipment for older children needing to be “meaningful rather than a token”.

RESOLVED that

- a. The Clerk contact Charnwood to clarify what they mean
- b. Investigate Awards 4 All for extra funding

The Scout Hut could meet the criteria if there was a Community Use Agreement in place.

6438 To consider a draft budget for 2019-20, 2020-21, 2021-22 (I)

The Council considered the paper.

RESOLVED that

- a. The notices for the parks would be reduced in cost from £1,500 to £1,000.
- b. Subscriptions to remain at the same level as 2018/19. No provision for a new website.
- c. It was noted by the Council the following:
 - Provision to be made for the renewal of the Queniborough Football Club
 - The mowing costs will increase due to the extended season
 - The staff costs have increased
 - An annual review of the office building will need to take place as it is now 20 years old. A review of the heating will be taken once figures have been received

6439 To consider the precept for the civic year 2019-20 (J)

The Clerk presented this paper which had previously been circulated to the Council. The average Council Tax Band D is £64.05.

The Clerk advised the Council that it should not set a final precept until the Council Tax Base is known in December.

RESOLVED that the Clerk will present an altered Precept to Council at the December meeting.

6440 Planning Applications (if any)

- **P/18/2332/2** – Ground floor extensions to front and rear and roof extensions to dwelling to create first floor accommodation
29 Avenue Road, Queniborough, Leics LE7 3FB
RESOLVED: No objection and neighbours views to be taken into consideration
- **P/18/2287/2** - Single-storey extension and associated alterations to existing building
The Laurels Nursery School 1514 Melton Road Queniborough Leicestershire LE7 3FN
RESOLVED: no objection
- **P/18/2132/2** - Outline application for the erection of up to 270 dwellings with public open space, landscaping, sustainable drainage system and vehicular access point from Melton Road. All matters reserved except access.
Land off Melton Road Melton Road East Goscote LE7 4YQ
RESOLVED: Ojection - the Clerk to send the same objection letter as last time