

BURSTOW PARISH COUNCIL

Minutes of the **Finance & General Purpose Committee** meeting of Tuesday 11th December 2018 held at the Centenary Hall, Smallfield

OPEN FORUM: A resident of Burstow attended the meeting. He flagged up that the gate leading from the Plough Road playground is still broken. The resident also spoke again about the M23 motorway construction work and exhorted Council to lobby Government to increase the size of the bunds

Attendance: Chairman Ian Wates, Cllrs Ray Holdsworth, Tom MacKay, Trevor Brock, Debbie Hale, Ashleigh Bolton, Bob Locke, Andrew Gilbert and Eddie Lord

- 1 **Apologies for absence:** Cllrs Hamlet and Carney for reasons noted in the attendance book and accepted by Committee
- 2 **Declarations of interest – either personal or prejudicial on any agenda item:** None
- 3 **The minutes of Tuesday 9th October 2018 were signed as a true and accurate record.**
- 4 **Matters arising from the minutes:** Car park application – The Clerk replied to Sport England addressing their concerns. Sport England continues to object to the application and requires further information about community use. The Clerk will meet with school staff to try and get this information.
- 5 **GatCom update** – see attached documents

Standing Orders suspended to permit a member of the public to address Committee and then reinstated

- 6 Grants – an application to provide yarn and room space for a volunteer to hold a community session with residents, teaching them to crochet and to create an ‘Easter’ display for the Centenary Hall grounds, approximate cost of £200.00
Proposed by Cllr Lord and seconded by Cllr Gilbert that BPC releases funds of £200 in two equal payments following the submission of receipts, to ensure that should the project not prove a success that money is not spent unnecessarily. Carried unanimously
- 7 To discuss and consider various options to provide vending machines at the Centenary Hall, either through purchase or lease.
Cllr Locke reported on the meeting held with a representative of Tchibo. There are multiple permutations in the way which a machine can be bought or leased over varying timespans. The working party recommends a 4 year hire agreement due to cost, maintenance and avoiding acquiring machines that then become obsolete. The Working Party recommends a 4 year hire agreement, with a coin operated ‘bean to cup’ machine, using powdered milk and plumbed in water supply. Council staff will need to ensure the money is removed from the unit and stored safely at least once daily to avoid the hall becoming a target for burglary. Cllr MacKay queried footfall numbers and whether the machine would be financially viable. We do not have data on footfall numbers as this is a new project and was the starting premise of the building refurbishment. Cllr Locke proposed Council authorise the working party to proceed to the next step or looking at contracts in detail, seconded by Cllr Gilbert and carried unanimously.
Cllr Hale is continuing to investigate snack vending machines and will report back.
- 8 Budget discussions for 2019/20 – Cllr Hale asked that options for folding chairs be investigated and budget provision included. If affordable.
- 9 Finance
list of payments to be authorised and ratified
- 10 Items of an urgent nature brought to Committee’s attention for inclusion on a future agenda

11 Finance

Payments ratified	£3776.38
Payments authorised	£29,851.65

Direct debits £456.83

Unanimously accepted by Committee, cheques to be signed at the end of the meeting

12 Urgent Items - None

The meeting closed at 8.20pm; the next scheduled meeting is at 7.15pm on Tuesday 12February 2019.

Signed **Dated.....**