

**ALLHALLOWS PARISH COUNCIL****FINANCE COMMITTEE****MINUTES OF THE MEETING HELD ON WEDNESDAY 31 AUGUST 2011 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD, ALLHALLOWS AT 7.15 pm**

**PRESENT:** Cllr Mark Skudder Chairman  
 Cllr John Lambourne  
 Cllr Alan Marsh  
 Cllr Mrs Noleen Skudder  
 Mrs Roxana Brammer Acting Clerk

In attendance 5 members of the public

**Item no** *Action point*

**1 APOLOGIES**

All present.

**2 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER**

None.

**3 MINUTES OF LAST MEETING**

It was proposed by Cllr Marsh, seconded by Cllr Mrs Skudder and agreed the minutes of the meeting held on 27 June be signed as a true record.

**4 MATTERS ARISING**

**a Litter Bins**

The bins for the playpark and Recreation Ground were on order. Cllr Mrs Skudder offered to liaise with Colyn Property Services for their installation in the absence of the Acting Clerk on holiday. A complaint had been made about the increased litter outside the shops in Avery Way since the opening of the new takeaway. An officer from Medway Council would arrange an extra bin, provided this was paid for by the Parish Council, but the emptying would be carried out by Medway Council. From recent experience with a similar situation in High Halstow, it was expected the cost would be £175. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed unanimously this be proceeded with.

**5 REVIEW OF CHARGES**

**a Allotments**

£128 had been received. Mr Wallace of Stoke Allotment Association would be asked to provide further information to the Acting Clerk.

**b Advertisements in Allhallows Life**

Cllr Mrs Skudder tabled a report on the current situation, which was discussed. It was noted that Tony Watson had paid in advance for what was actually a community

message and it was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed that Mr Watson be offered a refund. Cllr Mrs Skudder would liaise with the Clerk over invoicing. It was agreed the cost remain the same, but that it should be reviewed to reflect the fact the magazine was now 11 issues a year, to start from 1 April.

**6 CARETAKING HOURS**

The Personnel Committee had recommended a change to the Caretaker's rota, which would increase her hours to 9 per week. They had also recommended that the Relief Caretaker do an hour on Tuesdays and Thursdays in the Recreation Ground during the school holidays. This would include the play equipment inspection and litter picking. At his current rate this would be at a cost of £173 over the year. The Acting Clerk had been asked to speak to them and they had both been happy with the new arrangements. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed these arrangements be recommended to the full Council at its next meeting. During the conversation with the Caretaker the question of regular standing order salary payments had come up. This would consist of 9 hours per week at the hourly rate, multiplied by 52 weeks and divided by 12 months. Extra hours would be paid by cheque the following month. This would have the advantage of payment by the end of the calendar month it applied to and less administration. After discussion it was suggested the Village Hall Committee be asked if their cleaner would prefer to be paid in this way also. It was then proposed by Cllr Skudder, seconded by Cllr Marsh and agreed standing order payments be set up in due course.

**7 ASSET REGISTER**

Cllr Skudder said he would ask Cllr Mrs Forrest if she had a copy she could provide.

*YF*

**8 PROJECT MORNING**

Cllr Skudder described the "Project 90" run by High Halstow Parish Council one Saturday morning each month for 1½ hours. The Council's insurance would cover a similar scheme, provided the insurers were informed. He suggested equipment should be provided for 20 volunteers. The Clerk was asked to approach Scottish Power for sponsorship and Cllr Mrs Skudder volunteered to approach other local businesses for either equipment or financial sponsorship. Cllr Skudder said he would research equipment needed and costs and the item would be placed on the agenda for the next meeting of the parish council.

*RB  
NS  
MS*

**9 ACCOUNTS FOR PAYMENT**

It was proposed by Cllr Marsh, seconded by Cllr Skudder and agreed the accounts be paid as follows:

Karen Draper	103013	1393.53
Craigdene Ltd	103014	234.00
Colyn Property Services	103015	67.50
L&M Services	103016	95.00
Itsagoal Ltd	103017	4794.00
dgb Solicitors	103018	3622.56
Clive Stanley	103019	77.00

The Acting Clerk reported on a telephone call she had received from TACT Enviro Ltd. The payment agreed at the meeting of the Council held on 3 August (cheque 103008 for £5,500) had been put on hold due to a problem that had subsequently arisen with the surface. The situation was discussed. It was proposed by Cllr Skudder, seconded by Cllr Marsh and agreed unanimously that cheque 103008 be cancelled and that a cheque for

£2,750 (103020) be sent without prejudice while investigations as to the cause of the problem were ongoing.

**10 ACCOUNTS 2010/11**

The Acting Clerk gave a report on the latest position. She would be taking everything to the internal auditor the following Friday and hoped the accounts would be ready for adoption and signing at the next meeting of the Council. She would contact the Audit Commission as to dates as it was unlikely the internal auditor's report would be ready for the annual return to be signed at the meeting. It would also be impractical to advertise the books available for inspection to the public during the period of her holiday. In answer to a question from a member of the public, she was confident there was nothing untoward about the Council's accounts. A vote of thanks was proposed to the Acting Clerk.

**11 ANY OTHER BUSINESS**

**a Village Hall Insurance**

As the Booking Clerk of the Village Hall Committee was present, Cllr Skudder asked if she knew why the committee had taken out separate insurance for the current year, contrary to the previous arrangement. The item would be placed on the agenda for the next meeting of the Council.

**12 DATE AND VENUE OF NEXT MEETING**

To be advised.

The Chairman closed the meeting at 9.10 pm.

Signed .....Chairman

On the .....day of .....2011