

MINUTES OF THE FINANCE & ASSETS COMMITTEE MEETING OF THAXTED PARISH COUNCIL HELD ON THURSDAY 25TH APRIL 2019 following on from the preceding meeting **IN THE GUILDHALL**

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Present: Committee Membership:

Cllr. T. Frostick (Chairman)
Cllr. R Williams (Vice-Chairman)
Cllr. W. Brazier
Cllr. A. Frater
Cllr. V. Knight
Cllr A. Howells

Also Present:

Cllr I Stewart, Cllr D Morgan, Cllr J Spencer
The Clerk and 1 member of the Public

1. APOLOGIES FOR ABSENCE

None Received

2. DISCLOSURE OF INTERESTS

Cllr A frater Disclosed a NPI in the item connected to the twinning society given that he is on the committee.
Cllr V Knight Disclosed a NPI in the item connected to the Windmill given that she is on the committee
Cllr A Howells Disclosed a NPI in the item connected to the Garden Club given that she is on the committee

3. PUBLIC SPEAKING TIME

None

4. MINUTES

RESOLVED To **APPROVE** and **SIGN** as a correct record of proceedings the minutes of the meeting of **13th December 2018**

5. GRANTS 2019 -20 (Grant applications Circulated to Committee Members only) Maximum Grant **£150** per allocation under financial centre 306 code 4370.

To consider applications for distribution from April 2019 received from:

- I. Thaxted Garden & Craft for £300 towards running costs.
Cllr Brazier proposed **£150**, counter proposal V Knight to award **£100** (5 votes to counter proposal)
RESOLVED to award **£100** and the tables are included and generous contribution of Cllr Braziers time.
- II. Thaxted Bowling Club for £150 towards the cost of Drag Net equipment
RESOLVED to award **Zero** grant to the Bowling Club
- III. Thaxted Community Minibus Charity for £150 Market Run & running costs
RESOLVED to award Thaxted Minibus **£150**
- IV. Uttlesford CAB for £300 community service within Thaxted
RESOLVED to award CAB **Zero**
- V. Thaxted Centre for Disabled £300 for Transport
Cllr Brazier proposed **£100**, counter proposal R Williams to award **£150** (5 votes to counter proposal)
RESOLVED to award Thaxted Centre for the Disabled **£150**
- VI. Thaxted Potters £150 for Hey Clay over two dates.
RESOLVED to award Thaxted Potters **Zero**
- VII. Vicarage Mead £150 for patio refurbishment work
RESOLVED to award Vicarage Mead **Zero**
- VIII. Windmill Restoration £300 for general repairs
RESOLVED to award the full **£300** to the Windmill Restoration

Chairmans Initials:

- IX. Twinning Association £150 to support the visitors Dinner
RESOLVED to award The Twinning Association **Zero**

To consider the following application for pre-allocated Grant funds under cost centre 306 codes 4372 & 4374 received from: as per the new budgeted allowance for 2019/20

- X. United Reform Church Grant £300 towards the cost of Grounds/Garden Maintenance
RESOLVED to award the URC a maintenance grant of **£300**
- XI. Churchyard Maintenance grant £2000 towards the cost of Grounds/Garden Maintenance
RESOLVED to award the Churchyard a maintenance grant of **£2000**

6. CLARANCE HOUSE GARDENS School Room

To receive a verbal update on the project to date. There are no tenders to date to discuss however the quote received from Wilby and Burnett shall be brought back to the May meeting to discuss.

7. PUBLIC TOILETS

The toilets have a 'design out crime' redirection of funds from UDC up to a total of £35,000. From this Wilby and Burnett will be instructed to proceed with the acquisition of tenders to present at a future full council meeting.

8. FINANCE

RESOLVED to **APPROVE** the Councils Gross income and expenditure as follows, Prior to yearend Audit:

a) Expenditure

To agree Council gross expenditure from 1st February – 31st March 2019 as follows:

i) Co-operative Current A/c	£40.48
ii) Co-operative (Guildhall) A/c	£78.03
iii) Petty Cash	£90.85
iv) Lloyds Current A/c	£25860.32
v) Lloyds Direct Savings	£16000.00

b) Income

To agree Council gross income from 1st February – 31st March 2019 as follows:

i) Co-operative Current A/c	£81.15
ii) Co-operative (Guildhall) A/c	£415.00
iii) Petty Cash	£204.60
iv) Lloyds Current A/c	£19221.33
v) Lloyds Direct Savings	£41.85

c) To receive a verbal report from the Vice Chairman in connection to the council's current financial status. Cllr R. Williams report that all is well with the finance of the council and wishes to thank the Clerk for her due diligence and hard work in ensuring that all accounts remain up to date and that access to the accounts and files is readily available, a truly collaborative working partnership in which she promotes.

9. EMR's

- I. since our resolution during the F&A meeting item **10** dated **15th March 2018**.
RESOLVED To **AUTHORISE** the Clerk to change the newly created **CCTV EMR code 357** and 'rename' this code '**UDC Capital fund**' : Note the code and fund value will remain unchanged.
- II. **RESOLVED** Create new EMR for 'Neighbourhood Plan Delivery' and authorise transfer of unspent funds from code 4037.
- III. **RESOLVED** to Authorise transfer of unspent balance from code 4042 in to EMR326
- IV. **RESOLVED** Authorise transfer of unspent balance from code 4220 in to EMR327

Chairmans Initials:

- V. **RESOLVED** Authorise transfer of unspent balance from code 4310 in to EMR319
- VI. **RESOLVED** Authorise transfer of unspent balance from code 4330 in to EMR324
- VII. **RESOLVED** Authorise transfer of unspent balance from code 4300 in to EMR325

10. BALANCE SHEET

The RFO discusses the balance sheet and explains the General Reserve funds.

11. COUNCIL POLICY ADOPTION

RESOLVED to adopt the following policies in block.

- I. GDPR Date Subject Access Request
- II. GDPR Privacy Notice
- III. GDPR Data Protection Policy
- IV. GDPR Data retention Policy
- V. Retention of Documents Policy
- VI. Key Control Policy

Cllr Frater notes that the UK act the GDPR sits within is the Data protection act 2018, not the data under EU Regulation 2016/679 General Data Protection Regulation as stated within the policy. The clerk will change the policy wording to reflect the following: The General Data Protection Regulations (GDPR) which came into effect in May 2018 provided clear responsibilities for those collecting, using and protecting personal information in addition to those provisions as set out in the UK Data Protection Act 2018.

12. ASSET REVIEW

- I. Investment of new asset height barrier at Park Street Car Park
To investigate the cost of such barriers and return finding to a forthcoming council meeting
- II. Investigate the potential of building a secure small building to store the council's assets.
Include containers in the parameters of this investigation.
- III. To Note the location of the parish councils' assets. Which will be held in the office for viewing.

13. CAR PARK MAINTENANCE

RESOLVED To **AUTHORISE** the clerk to continue engaging with others in relation to car park enforcement

14. DATE OF THE NEXT MEETING

The next meeting will be on 8th August 2019 at 8pm in the Guildhall

Chairmans Initials: