

MINUTES of the Finance Committee (2nd Budget) Meeting of Melksham Without Parish Council held on Monday 2nd December 2013 at Crown Chambers, Market Place, Melksham at 8.00pm

Present: Cllr Richard Wood (Chair); Cllr John Glover (Vice Chair); Cllrs. Alan Baines, Rolf Brindle, Mike Mills and Pat Nicol

Cllrs Gregory Coombes, Paul Carter and Terry Chivers attended as observers and took no part in voting.

Apologies: There were no apologies.

350/13 **Declarations of Interest:** It was noted that those Councillors who were resident in the Parish had a Dispensation for Precept setting.

351/13 **Bowerhill Jubilee Sports Field:** Cllr Glover reported on the meeting held on Thursday 28th November with Andy Boyce, GreenSward, the current maintenance contractor for the Sports Field. The Committee noted the report prepared by the Clerk following the meeting and made the following recommendations.

a) Line Markings: Andy Boyce recommended that the Senior pitches be marked fortnightly as well as the junior pitches. This would double the amount for senior pitch markings in 2014/15 from £660 per annum to £1,320.

The previous contractor used permanent additive which had a detrimental effect on the grass, making the white paint wash away quicker. The very clay soil beneath is susceptible to cracking.

Recommendation: *All the pitches be marked fortnightly with immediate effect.*

CURRENT YEAR = £412.20 extra

BUDGET 2014/15 = £660 extra

b) Grasscutting: At present the grass is cut twice per month May-October and once per month Nov- April; 18 cuts in total at a cost of £200 per cut. 2013/14 has been a very wet year so extra cuts have already been done. Andy recommended this be increased for 2014/15 by another 5 cuts making a total of 23. For 2013/14, the cutting times are being varied so that only another 3 extra cuts will be necessary. Cllr Mills suggested the Council keep the extra £1,000 in reserves for next year, and pay only as necessary in case it is a dry year.

Recommendation: *Three extra cuts be done for 2013/14 and £1,000 be reserved for possible extra cuts next year.*

CURRENT YEAR= £600 extra

BUDGET 2014/15 = £1,000 extra

c) Spiking: This will greatly improve the quality of the Sports Field. It does not appear to have been done for a very long time. Andy recommended spiking be done as soon as

possible now and ideally it should be done at least twice per season, in the Autumn and Spring. The Council's contract allowed for only one spiking at £195.

Recommendation: *The pitches be spiked with immediate effect and an extra spiking take place at the end of the football season*

CURRENT YEAR = £195 extra

BUDGET 2014/15 = £195 extra

d) Worming Treatment: There is some surface mud on the top pitch nearest the Pavilion caused by lumber worms; and this requires treatment now.

Recommendation: *The pitches be treated immediately for lumber worms - one application*

CURRENT YEAR = £405

e) Soil & Seeding, in Goal Mouth areas: The goalposts were left standing after the end of the season this year which meant that a lot of extra people came and used them. One way to discourage this happening is to erect an extra pair of goals for casual use. It was noted that there is already an unused set by the Cereal Partners fence. Andy recommended they be removed as a matter of course at the end of the season and either chained together and laid under the hedge, or mounted on wall supports, or possibly in the future be locked away in a shed. They are at least 11 metres long.

Recommendation: *The goal posts (3 PAIRS) be removed at the end of the season and in the short-term be chained together and stored. Long-term the Council research whether it is possible to store them on one of the Pavilion walls*

BUDGET 2014/15 = £100

f) Sports Field Contract 2014/15: The one year contract expires on 31st May 2014.

Andy Boyce has confirmed that if the Council takes out a three-year contract with GreenSward, 2014/15, 2015/16 and 2016/17, there will be no price increase.

Recommendation: *1. The Council now prepare a new 3 year contract, based on the amendments above and invite Andy Boyce- Greensward to quote for this (1st June 2014-31st May 2017) 2. The Council invite other tenders as well in accord with the Council's own Standing Orders and this matter be an Agenda item at the full Council Meeting on 20th January.*

g) Other Parish Grasscutting: Andy Boyce reported he would be willing to quote for other grass-cutting required in the Parish.

h) Revised Estimate for Expenditure for Bowerhill Jubilee Sports Field Account for

2013/14 and 2014/15: Recommendation: *The revised estimate for spending in the Bowerhill Sports Field Account be £11,889.94 for 2013/14 and £12,114.40 for 2014/15 with the following amounts allocated:*

	<u>2013/14</u>	<u>2014/15</u>
Grasscutting and line marking contract	£ 5,441	£ 5,600
Grasscutting – extra to contract	£ 1,000	£ 1,000
Line marking – extra to contract	£ 467.20	£ 660
Supply of top soil/crack repairs/chain harrow	£ 1,000	£ 1,000

Spiking	£ 195	£ 195
Worm treatment	£ 405	
Wall supports for Goal posts		£ 250
Legal costs – Herman Miller licence	£ 500	
Miscellaneous	£ 100	£ 100
Pavilion Cleaning	£ 800	£ 1,600
Rates – Sports Field	<u>£ 1,386.74</u>	<u>£ 1,709.40</u>
	£11,889.94	£12,114.40

352/13 **New Tables for Crown Chambers:** The Clerk reported that she had been advised by Wiltshire Council that there would be no meeting tables available from either Melksham House or the Shurnhold offices for use at Crown Chambers. A sum of £800 was now shown in the budget for 2014/15 for new tables, coming from the Crown Chambers reserve. Cllr Chivers suggested that Wiltshire Cllr Seed be contacted to see if any surplus tables could be made available. It was agreed that a sum be allocated in the budget, in case surplus tables were not available. **Recommendation:** £800 be allocated for new tables for Crown Chambers in the Budget for 2014/15 expenditure.

353/13 **Reserves for Major Projects for 2013/14: Recommendation:** The following amounts be reserved in 2013/14:

New Hall & Play Area, Berryfield	£ 5,000
Legal fees	£ 1,000
Shaw Play Area Safety Surfacing	£ 1,000
General Highway/Footpath & Lighting	£ 1,000
Bowerhill Sports Field maintenance	£ 3,000
Shaw Play Area equipment	£ 3,500
Bowerhill Youth Club, start up fund for New Pavilion provision	£ 500
Recreation & Sports Facility Enhancement	£ 3,500
Beanacre Play Area Safety Surfacing	<u>£ 1,000</u>
	£19,500

354/13 **Anticipated spending from Reserves 2013/14: Recommendation:** The following projects be financed by Reserves in 2013/14:

Shaw Hall & Playing Field	£ 1,120	Tree work
General Highway & Footway/Lighting	£ 1,500	Whitley Footway Ph 2
General Highway & Footway/Lighting	£ 500	Safety handrail West Hill
Community Projects/Match Funding	£ 1,000	Whitley Footway Ph 3
Contingency /Staff Reserve	£ 1,200	To cover sick pay not recovered
Bowerhill Jubilee Sports Field	£10,000	Sports Field maintenance
Crown Chambers	<u>£ 800</u>	New tables
	£16,120	

355/13 **Transfer of Reserves 2013/14. Recommendation:** £10,000 to be transferred from the Bowerhill Jubilee Sports Field Reserve to the Bowerhill Jubilee Sports Field Account in 2013/14.

356/13 **Reserves for Major Projects for 2014/15: Recommendation:** *The following amounts be reserved in 2014/15:*

Shaw Hall & Wall improvements	£ 1,000
New Hall & Play Area, Berryfield	£ 500
Legal fees	£ 1,000
Shaw Play Area Safety Surfacing	£ 500
General Highway/Footpath & Lighting	£ 1,000
Bowerhill Sports Field maintenance	£12,500
Shaw Play Area equipment	£ 500
Bowerhill Youth Club, start up fund for New Pavilion provision	£ 500
Elections (May 2017)	£ 2,000
Contingency (incl. Staff Reserve)	£ 1,200
Beanacre Play Area Safety Surfacing	<u>£ 500</u>
	£21,200

357/13 **Transfer of Reserves 2014/15. Recommendation:** *£10,000 to be transferred from the Bowerhill Jubilee Sports Field Reserve to the Bowerhill Jubilee Sports Field Account in 2014/15.*

358/13 **Council Precept for 2014/15: (See Min. 343/13) Recommendation:** *The Precept for 2014/15 be £118,496.42 plus top up grant of £1,503.58 to give a total income from Wiltshire Council of £120,000.*

Meeting closed at 8.30 pm

Chairman, 9th December 2013