

MINUTES of a Finance Committee Meeting held on Monday 17th March 2014 at 8.30 p.m. at Crown Chambers, 7 Market Place, Melksham

Present: FULL COMMITTEE: Cllr. Richard Wood (Chairman); Cllrs. John Glover; Alan Baines; Mike Mills; Rolf Brindle and Pat Nicol

Cllr Terry Chivers attended the meeting as an observer but took no part in voting.

547/13 **Declarations of Interest:** The Asst Clerk declared an interest in the grasscutting quotations as her husband's business on occasion received and made referrals to two of the contractors, Rob Brown and Mike's Gardening Services

548/13 **Review of Grass Cutting & Maintenance Tenders:** The Finance Committee reviewed the Tender submissions received and a Comparison Report compiled by the Clerk.

The Committee agreed that the J H Jones submission met all the contract criteria and offered the best quality value for what was required for the Berryfield Allotments, Briansfield Allotments and Beanacre Play Park & Car Park parts of the contract. Clarification on costings for the first year (9 months), 3 year contract and one off costs was required for the Bowerhill Jubilee Sports Field element of the contract from J H Jones as not clear from the submission.

It was proposed that the Committee recommend that the Council accepts the quotation for the Berryfield Allotments, Briansfield Allotments and Beanacre Play Park & Car Park parts of the contract to J H Jones and seek further clarification on the Bowerhill Jubilee Sports Field elements of the contract from J H Jones. If the clarification by J H Jones means the prices compare favourably with the other submissions then the whole contract be let to J H Jones.

Cllr Glover expressed concern that if elements of the contract were let separately then contractors may not hold the same prices as that initially quoted. It was noted that the letter inviting quotations stated "If you are unable to quote for all items, please make this clear when you return your quotation" and so it was felt that it was clear that elements may be let separately.

This proposal was carried, with one vote against. Cllr Glover requested that his vote against be recorded.

Recommendation: 1. The Council accept the quotation from J H Jones for the following elements of the Grasscutting & Maintenance Contract:

Berryfield Allotments: From 1st April 2014 – 31st March 2017

To cut grass at Berryfield Allotments, as per schedule	£ 735.00
To cut grass at Berryfield Allotments, one off cut	£ 20.00

Briansfield Allotments: From 1st April 2014 – 31st March 2017

To cut grass at Briansfield Allotments, as per schedule	£1,305.00
To cut grass at Briansfield Allotments, one off cut	£ 32.00

Beanacre Play Area & Church Car park: From 1st April 2014 – 31st March 2017

To cut grass at the Play Area and adjacent St Barnabas	£1,875.00
Church Car park at Beanacre, as per schedule	
To cut grass at the Play Area and adjacent St Barnabas	£ 42.00
Church Car park at Beanacre, one off cut	

2. *The Council seek clarification from contractor J H Jones on the pricing structure for 1 year, 3 years and one off costs for the Bowerhill Jubilee Sports Field element of the contract.*
3. *To approve delegated powers to the Chair and Vice-Chair to review the clarification from J H Jones and award the Bowerhill Jubilee Sports Field element of the contract for 1st June 2014 to 31st March 2017 to J H Jones if the prices compared favourably with the other quotations submitted.*

549/13 **Appointment of Internal Auditor: Recommendation:** *Mrs Diana Lindsay be appointed as Internal Auditor for Melksham Without Parish Council for the 2013/14 Accounts.*

550/13 **MUGA at Hornchurch Road:**

a) **Update:** Cllr Mills expressed concern that the MUGA planning application submitted by the Parish Council had still not been registered with Wiltshire Council, this was causing a major delay to the project. A few residents were opposed to the proposed fencing, but not the MUGA in principle. The residents were awaiting the consultation period for the planning application to commence so that they could lodge their objection.

b) **Budget Virement:** The Asst Clerk reported that the MUGA project funding and expenditure had been detailed in the Budget for 2013/14. It was now clear that the project would not commence until 2014/15. **Recommendation:** *The Council vire the MUGA (Hornchurch Road) project funding and expenditure from 2013/14 to 2014/15 comprising of:*

Income:

<i>Section 106 Funding for Hornchurch Road MUGA, Bowerhill</i>	<i>£32,500.00</i>
<i>Grant funding for target panels for MUGA Hornchurch Road</i>	<i>£ 1,955.95</i>
	<i>£34,455.95</i>

Expenditure:

<i>New MUGA at Hornchurch Road, Bowerhill</i>	<i>£41,581.40</i>
<i>Target panels for goal ends at MUGA, Hornchurch Road</i>	<i>£ 1,955.95</i>
<i>VAT (refundable) MUGA Hornchurch Road, Bowerhill</i>	<i>£ 8,000.00</i>
	<i>£51,537.35</i>

(See Min. 427/13 for Project funding and cost details)

551/13 **National Insurance Employment Allowance 2014/15:** The Finance Committee noted that the Parish Council were not eligible for the new Government initiative offered by the Inland Revenue, called the Employment Allowance. The Allowance meant that Employers could reduce the amount of their National Insurance contributions that they pay for their employees by up to £2,000. The SLCC had confirmed that Parish Councils cannot claim the Allowance as they are public authorities.

Meeting closed at 8.56 p.m.

Chairman, 24th March 2014