

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 17th March at Crown Chambers, Melksham at 10.00 a.m.

Present: Cllrs. Richard Wood, Rolf Brindle, & Alan Baines (Committee Vice Chair)

Officers: Teresa Strange (Clerk) & Sharon Newton (Finance Assistant)

Apologies: Cllr John Glover (Committee Chair), Pat Nicol and Mike Mills

Housekeeping: Cllr Baines welcomed all to the meeting and explained the evacuation procedures in the event of a fire.

557/15 **Declarations of Interest:** There were no declarations of interest.

558/15 **Public Participation:** There were no members of the public present.

559/15 **Items to be Held in Committee: *Resolved:*** *Agenda item 5, 6 & 8 to be held in Committee in line with Standing Order 61: "That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. Reason b) terms of tenders and proposals and counter-proposals in negotiations for contracts".*

560/15 **Parish Defibrillator Project:**

a) **Tender opening:** Cllr Baines opened two tenders that had been received before the deadline. It was noted that invitations to tender had been sought from four companies.

b) **Consideration of Tenders received:** The Committee considered the information supplied within the tender documents. Both tenders had quoted prices for the same model of defibrillator, a Cardiac Science G5 which enabled a direct comparison on cost for one of the models specified. One of the tenders went on to detail other models with a variety of options for specification of the cabinet too. The Committee discussed the pros and cons of having a locked or unlocked cabinet, a mild or stainless steel cabinet and the addition of full colour video instruction panel on the device so that it is clearly easy to use for all members of the community eg: non English speakers (thinking of the many foreign lorry drivers visiting the Bowerhill industrial estate), those with poor reading skills but also panicked users. **Recommendation:** *The Council award the contract to Community Heartbeat Trust Charity for the following:*

7no. DefibTech View defibrillator with heated locked IP65

Sentry stainless steel cabinet with mechanical locks

To include "Cardiac Arrest Response Seminar (CARS)"

Awareness sessions, WEBNOS Governance system, Rescuer Safety Kits and Post Rescue Counselling Service.

@ £ 13,440 excluding VAT

Actual delivery cost to be confirmed based on model chosen, but guide price is £75 for the defibrillators and cabinets to a single location.

It was noted that this did not include fitting, support and resupply and any extras highlighted in the document. **Recommendation:** *The Officers review the documents provided and advise on what additional items are required.*

c) Sites for defibrillators: The Committee discussed the best sites for the defibrillators to be installed, all of these sites had agreed in principle to have the defibrillator installed on their premises: **Recommendation:** *The Parish Council install the defibrillators at the following sites, on external walls:*

- 1. Bowerhill Sports Field Pavilion**
- 2. The Water Meadow pub, Verbena Court**
- 3. Shaw Village Hall*
- 4. Whitley Reading Rooms*
- 5. St Barnabas Church, Beanacre*
- 6. The New Inn pub, Berryfield*
- 7. The Pilot pub, Bowerhill*

It was noted that Sites 1. & 2.* were new builds and the supply of electricity to a suitable external wall had already been built in.

d) At the previous Finance Meeting the Budget and Funding for this project had been noted (Min. 542/15 c). **Recommendation:** *The Council write to the "Friends of Melksham Hospital & Community" to explain that they are now in a position to accept their generous offer of funding towards the Parish Defibrillator Project and outline the breakdown of the costs involved and the funding received to date.*

561/15 **Approved Contractors:**

a) Electrician: The Committee noted the list of costed typical materials that Kan Connections had outlined for the installation of the defibrillators. **Recommendation:** *The Council appoint Kan Connections as their approved contractor for electrical works in the Parish at £195 per day to install, test and certify the 7no. defibrillators and for the following call out charges for repair service and emergency call out for the defibrillators, and for the Pavilion:*

Normal call out within working hours at £30 which includes the first hour, and is then £25 per hour thereafter, capped at £195 for a full day.

After hours call out is £55 which includes the first hour and then £40 per hour thereafter. After hours is classed as after 6pm Mon-Sat, and all day Sunday.

Emergency call out on a public holiday at £150 which includes the first hour, and then £80 per hour thereafter. This would be for the bare minimum of work to make safe and/or work and then carry out permanent repairs during regular hours.

All prices exclude VAT as Kan Connections not currently registered for VAT.

- b) **Plumber:** It was noted that J C Combustion Services was listed online as an approved contractor for work on a Broag Quinita Pro 45 boiler, which is the model installed at the Bowerhill Sports Field Pavilion in June 2015; and is based in Chippenham. **Recommendation:** *The Council appoint J C Combustion Services for the annual service of the Pavilion boiler at £200 excluding VAT and serviceable parts; and for call out at £40 excluding VAT per hour.*
- c) **Bus Shelter Cleaning:** A price had been sought for the cleaning of the two glass bus shelters that are owned by the Parish Council, located near the Police Station at Hampton Park, Bowerhill. It was noted that the cleaning of the Parish Council owned bus shelters was a task of the Parish Caretaker but it was done on an “as and when” basis rather than on a regular schedule. The Council had previously discussed how the Parish Caretaker was taking on additional duties with the Bowerhill Sports Field, Pavilion and additional Wiltshire Council play areas that the Council were taking on, and provision had been made in the Budget for 2016/17 for Bus Shelter cleaning of £3,000. A quote had been obtained from a specialist company with the relevant reach system kit, which the Caretaker did not have access too. This would also be needed for the annual deep clean of the Pavilion, which would require the changing room sky lights to be cleaned. It was noted that Tim Carpenter of Sparkles Window Cleaning Services had received a “Community Enhancement” award from Melksham Town Council the previous week for his volunteer cleaning of bus shelters and signage in the town. **Recommendation:** *i) The Council appoint Sparkles Window Cleaning Services for bus shelter and window cleaning tasks in the Parish. ii) Sparkles to be instructed to clean the two glass bus shelters at Hampton Park at a cost of £40 per shelter for an initial clean and then £15 for each shelter for each maintenance clean. iii) The Clerk to inform the Full Council meeting of recommendations of routine maintenance cleans for all the glass shelters in the Parish against the Budget provision so that a decision can be made on a planned schedule.*

562/15 **Internal Audit:** The Committee considered the report received that morning from the Internal Auditor following his visit on 8th March and reviewed the Recommendations made:

- a) **Cheque 5109:** It was recommended that the Council contact the supplier, Kan Connections, to obtain a valid VAT invoice to enable VAT to be claimed back. The Clerk reported that this had been done following the Auditor’s visit, and Kan Connections were not registered for VAT and so no VAT invoice was applicable. The Clerk advised the contractor that the quotation wording could be interpreted as having a VAT element.
- b) **Implementation of a formal accounting system:** As the Council has now exceeded the £200,000 threshold above which it will be required to move from Receipts & Payments accounting to Income & Expenditure accounting it will be necessary to record Debtors, Creditors and Accruals (this has to be done on the third consecutive year over the threshold, but

can be done earlier). The current spreadsheet in use does not support this more advanced form of accounting and it will therefore be difficult to introduce Income & Expenditure accounting without introducing a new accounting system. The cashbook spreadsheet does not support recording of budgets and the production of budget reports. The Clerk explained that she had questioned the Auditor on which software packages were widely used by other Councils. **Recommendation:** *i) The Council investigate both the Sage package, used commercially for many businesses, and Rialtas systems (Alpha or Omega) designed specifically for Parish and Town Councils and look to implement in Summer 2016 ready for reporting at year end 2016/17 on an Income & Expenditure basis. ii) The Council report on the year end 2015/16 on the existing Receipts & Payments basis. (See Min. 543/15 b).*

- c) **Suggested amendments to the current accounting system:** The Auditor had made some useful suggestions to improve the current cashbook spreadsheet. **Recommendation:** *The Council introduce the improvements to the spreadsheet for its use until a new accounting software package is introduced.*
- d) **Reserves:** It was noted that the Council actively monitors its Reserves but does not reconcile its Reserve Analysis with the Total Reserves reported in the Annual Return, this is due to not recording the General Reserve position in the analysis of Reserves. The Clerk explained that the Council label/name any “carry forward” figures as such and they should be classed/named as “General Reserves”. **Recommendation:** *The Council amend their Reserves Schedule to fully reconcile with the total Reserves of the Council including the General Reserve.*
- e) **Pre-payment Card:** The Auditor noted that the Council is in the process of obtaining an Alto card from Unity Bank which will be used to facilitate small purchases and online payments. **Recommendation:** *The Council draw up guidance for the use of this card (and in particular what it may not be used for).*
- f) **Allotment Income:** **Recommendation:** *The Council implement the advice that the Allotment Income schedule is amended to record both the receipt number for cash payments, and the bank deposit reference for cash and cheque deposits.*
- g) **Bowerhill Sports Field:** **Recommendation:** *The Council contact the Charities Commission to see if there are any relevant requirements as the Sports Field is a “Diamond Jubilee Field in Trust”.*
- h) **Asset List:** It was noted that this needed completing for the whole financial year 2015/16 prior to the preparation of the Annual Return.

563/15 **Farm Business Tenancies:** The Clerk reported that the Solicitors of both parties were now in touch and new legal agreements were being drawn up. The Council’s Solicitors had suggested that a simple lease may be more appropriate as the land was not agricultural, which the Clerk had countered as the allotment land had previously been agricultural and the Council’s land is agricultural.

Meeting closed at 11.45 am

Chairman, 21st March 2016