

Purley on Thames Parish Council
Minutes of the Finance and Governance Committee Meeting
Held on Thursday 28th November 2024

In the Parish Office, Goosecroft

Commencing 6:00pm and concluding at 7:32pm

Present: Councillors R Wallace (Chairman), M. Bishop, G Nyamie.

In attendance: Sharon Way (Clerk)

F&G 24/79 APOLOGIES FOR ABSENCE

Cllrs J. Langford and G Rolfe.

F&G 24/80 DECLARATIONS OF INTEREST

None.

F&G 24/81 PUBLIC FORUM

No members of the public were in attendance.

F&G 24/82 MINUTES OF MEETING

Cllr Wallace invited comments on the minutes of the meeting held on Thursday 26^h September 2024. No comments were made.

Following a proposal from Cllr Bishop and seconded by Cllr Nyamie it was:

RESOLVED: Approval and adoption of the minutes of the meeting, Thursday 26th September was AGREED.

The minutes of the meeting, Thursday 26th September were duly signed by Cllr Wallace.

F&G 24/83 MATTERS ARISING FROM THE MINUTES OF THURSDAY 26th SEPTEMBER

None.

F&G 24/84 CLERK'S REPORT

The Clerk noted that the report had been circulated to the committee, and summarised the matters raised.

The Clerk noted the bank reconciliation had been completed to 31st October, and that the second instalment of the precept had been received.

The Clerk stated that the interim internal audit had been completed and had concluded that the Council has effective controls and systems in place with no issues requiring attention or formal recommendation at this stage.

The Clerk stated that the credit card application has been submitted to Lloyds Bank.

The Clerk stated that drain maintenance and soakaway work has been carried out and JD Drains have advised that the soakaway is in fairly good condition. The CCTV survey found no

significant issues, with only one minor structural problem. JD Drains are to advise whether remedial action is required for this one issue.

The Clerk reported that progress in ongoing regarding setting up the Business Saving Account.

Regarding insurance, the Clerk stated that the Hiscox policy had been renewed and that the PSSC trustees have agreed to pay their share of the pavilion building premium.

The Clerk stated that ASAP have provided a quote for the website domain transfer, site updates and ongoing hosting. The Clerk noted that the hosting costs would increase, however this would now include support and maintenance. Members discussed website hosting and the migration of the council's website to an up-to-date PHP framework. Members discussed the potential to automatically update flood warnings on the council's website, based on the EA website notifications.

The Clerk stated that two contractors had provided estimates for the work to extend the water main along Goosecroft Lane, from Beech Road to the boundary with the Goosecroft car park. Cllr Wallace discussed the possible extraction of water via a borehole and agreed to look into this further. Members agreed that a motion to place an invitation to tender for the water main works onto Contracts Finder should be raised at the next meeting of the Full Council.

Clerk stated that a small business rate review letter has been received from WBC. Following discussion with WBC, Section 1 of the form relating to the Barn has been signed and returned to WBC, with clarification requested regarding the status of the Parish Office.

F&G 24/85 CHAIRMAN'S REPORT

Cllr Wallace stated that committees are generally considering budget increases for 2025/26 of 2% and that he would review cost indices to understand the possible implications of this percentage rise.

F&G 24/86 FINANCIAL INFORMATION

Members received and noted the following reports:

- Detailed income and expenditure report by project to 31st October
- Bank reconciliation for 31st October 2024
- Payments made for September / October 2024
- Direct Debit list for September / October 2024
- Payments over £500 for September / October 2024

No comments or questions were raised.

F&G 24/87 WEBSITE HOSTING

Website hosting was discussed during the Clerk's Report.

Following further discussion, it was agreed that a motion would be tabled.

Following a proposal from Cllr Bishop and seconded by Cllr Wallace it was:

RESOLVED: To table a motion with the following wording: 'To move forward with the website hosting test site work and pay the initial fees as quoted by ASAP Web Design' was AGREED.

Following a proposal from Cllr Bishop and seconded by Cllr Wallace it was:

RESOLVED: To move forward with the website hosting test site work and pay the initial fees as quoted by ASAP Web Design was AGREED.

F&G 24/88 FLOOD WARDEN KIT

Cllr Wallace stated that the flood wardens had been asked to provide details of the equipment required to undertake their duties, and to confirm whether any additional kit was required this year. David Bristow had confirmed that the flood wardens need insulated rubber gloves, and Cllr Wallace estimated that 15 pairs are required at between £15-£30 per pair. Members agreed that this was an acceptable expenditure. Following discussion, members agreed that an allowance for flood warden equipment would be included in the 2025/26 budget.

Following a proposal from Cllr Bishop and seconded by Cllr Nyamie it was:

RESOLVED: To table a motion with the following wording: 'To reimburse the flood wardens for the purchase of protective gloves up to a value of £500, and to add a budget line for this amount for 2025/26' was AGREED.

Following a proposal from Cllr Bishop and seconded by Cllr Nyamie it was:

RESOLVED: 'To reimburse the flood wardens for the purchase of protective gloves up to a value of £500, and to add a budget line for this amount for 2025/26' was AGREED.

F&G 24/89 GOSECROFT MAINS WATER UPGRADE

The Goosecroft Mains Water Upgrade was discussed during the Clerk's Report.

Following a proposal from Cllr Wallace and seconded by Cllr Bishop it was:

RESOLVED: To table a motion with the following wording: 'To recommend to Full Council that an invitation to tender for stage 1 of the water main works be raised on Contracts Finder' was AGREED.

Following a proposal from Cllr Wallace and seconded by Cllr Bishop it was:

RESOLVED: To recommend to Full Council that an invitation to tender for stage 1 of the water main works be raised on Contracts Finder' was AGREED.

F&G 24/90 MOTIONS FOR RESOLUTION

F&G

24/90-1

Following a proposal from Cllr Bishop and seconded by Cllr Wallace it was:

RESOLVED: To recommend to the Full Council that the rent for Purley on Thames Cricket and Tennis Clubs, as well as the recreation facility fees, be increased by 2% (rounded to the nearest 50p), effective from 1st April 2025, as agreed at the Recreation Committee meeting on 12th November was AGREED.

F&G 24/92 DATE OF NEXT MEETING

Thursday 9th January 2025.

Cllr Wallace stated his apologies for absence from the next meeting.

F&G 24/93 EXCLUSION OF THE PRESS AND PUBLIC

Following a proposal from Cllr Bishop and seconded by Cllr Wallace it was:

RESOLVED: To exclude the public and press, pursuant of the Public Bodies (Admissions to Meetings) Act 1960, section 1(2), in order for the council to discuss a confidential matter was AGREED.

The meeting was then closed to the press and public.

F&G 24/94 REVIEW AND DISCUSSION OF THE 2025/26 BUDGET

Members discussed the likely 2024/25 outturn and the budget for 2025/26.
Members agreed to allocate a budget of £1000 to allow for an annual legionella survey.

Regarding the proposed path at Bucknell’s Meadow, Cllr Bishop stated that PSG would be funding the construction of the path within the orchard. The council would subsequently connect a circular path around Bucknell’s Meadow to the orchard path constructed by PSG. Cllr Bishop stated that there was an earmarked reserve for this work.

Members agreed that a new earmarked reserve will be created for resurfacing of the tennis courts, with a budget allocation of £4000 per annum.

Members agreed that a new earmarked reserve will be created for the burial ground, with a budget allocation of £1000 per annum.

Members agreed that replacement of the climbing frame would be budgeted for in 2026/27.

Cllr Bishop queried whether any income was being received by the export of electricity generated by the solar panels. Members discussed whether a smart meter was required to receive a rebate for exported electricity. The Clerk agreed to review this matter with British Gas.

F&G 24/95 MEMBERS ITEMS FOR THE NEXT MEETING

Cllr Wallace requested that members give the Clerk items for the meeting agenda 14 days before the next meeting.

The meeting was formally closed at 7:32 pm.

Signed:

Date: 6th February 2025