

Purley on Thames Parish Council
Minutes of the Finance and Governance Committee Meeting
Held on Thursday 6th February 2025

In the Parish Office, Goosecroft

Commencing 6:00pm and concluding at 6:52pm

Present: Councillors R. Wallace (Chairman), M. Bishop, J. Langford, G. Nyamie (from 6:06pm).

In attendance: Sharon Way (Clerk)

F&G 25/01 APOLOGIES FOR ABSENCE

Cllr G Rolfe.

F&G 25/02 DECLARATIONS OF INTEREST

None.

F&G 25/03 PUBLIC FORUM

No members of the public were in attendance.

F&G 25/04 MINUTES OF MEETING

Cllr Wallace invited comments on the minutes of the meeting held on Thursday 28th November 2024. No comments were made.

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

RESOLVED: Approval and adoption of the minutes of the meeting, Thursday 28th November was AGREED.

The minutes of the meeting, Thursday 28th November were duly signed by Cllr Wallace.

F&G 25/05 MATTERS ARISING FROM THE MINUTES OF THURSDAY 28th NOVEMBER

None.

F&G 25/06 CLERK'S REPORT

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

The Clerk stated that the precept request had been submitted to WBC.

The Clerk stated that the VAT return for the third quarter is being prepared.

The Clerk stated that the .gov.uk domain has been successfully transferred to the new hosting provider ASAP. Due to an issue with an old email address, the transfer of the .net domain has been delayed until March.

Cllr Wallace outlined the function of the Flood Information Dashboard, noting that it presented information provided by the Environment Agency on rainfall, river levels, flood warnings etc, which would be useful for local residents. The Clerk stated that a proposal for the adoption and use of the flood information dashboard will be brought to full council, and that this will involve a small donation of £100 to the Pang Valley Flood Forum.

Cllr Bishop raised the matter of automated flood alerts being presented on the parish council website. The Clerk agreed to raise this with ASAP, Cllr Nyamie also volunteered to speak to ASAP about this.

The Clerk noted that the tenants in the bungalow had given notice, and that new tenants will be sought in due course.

The Clerk noted that a monitor and Wavlink docking station would be purchased to facilitate the agreed home working.

The Clerk proposed that an additional mobile phone is purchased for use by the Clerk for parish council business. This will enable the current mobile phone to be retained by the Amenities Officer for matters related to amenities. Members agreed to this proposal.

The Clerk noted that remedial works to restore the disabled toilet had been quoted for and costs would be claimed through the council's insurer. Members discussed the locking system and overall security of the toilet. Cllr Bishop stated that the current plan is for the current door to be retained with a sturdy deadlock. The toilet will be open during office hours and a key given to each of the clubs.

Members discussed the installation of smart meters in order to facilitate the receipt of income for electricity supplied to the grid from the solar panels. Cllr Nyamie stated that the electricity supplied should not charge for the installation of smart meters. The Clerk agreed to follow this matter up with the electricity supplier.

F&G 25/07 CHAIRMAN'S REPORT

Cllr Wallace stated that to date no gloves had been purchased by the flood wardens.

Cllr Wallace referred to the list of future recreation projects prepared by Cllr Bishop, and recommended that other committees should prepare a similar list to facilitate future planning and budgeting. Cllr Wallace proposed that this is raised as a full council meeting agenda item. Members agreed with this proposal.

F&G 25/08 FINANCIAL INFORMATION

Members received and noted the following reports:

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

Members discussed the actual performance to date against budget, and Cllr Wallace indicated that this was in line with previous years but should be reviewed in detail by each committee.

The reports were agreed by all members and the report documentation was initialled by Cllr Wallace.

F&G 25/09 CO-OPTION POLICY AND APPLICATION FORM

The Clerk discussed the proposed co-option policy circulated to members with the agenda.

Cllr Wallace noted that the proposed policy stated that copies of the application form would be circulated to members. The Clerk stated that members needed to be aware of the information provided on the application and that this would be confidential to members of the council.

Members agreed that the policy should be presented to full council.

F&G 25/10 NALC MODEL FINANCIAL REGULATIONS

The Clerk referred members to the NALC Model Financial Regulations circulated with the agenda.

Cllr Wallace stated that historically the council has not adopted the NALC regulations verbatim, and that it would be necessary to review the revised template against the parish council's current regulations. The Clerk requested that, if possible, this work is completed to enable an updated policy to be agreed at the May council meeting.

F&G 25/11 DATE OF NEXT MEETING

Thursday 6th March 2025.

F&G 25/12 MEMBERS ITEMS FOR THE NEXT MEETING

Cllr Bishop noted that the reserves earmarked for the path at Bucknell's Meadow had been reduced from £30k to £5k. Cllr Wallace stated that this was because the work was not expected to be completed before March 2025. Cllr Bishop agreed to make the case for increasing the earmarked reserve in 2025/26 back to £30k for this project.

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 6:52 pm.

Signed:

Date: 6th March 2025