

**Minutes of the HR and Finance Meeting held on Thursday 21 November 2019 in the
Robinson Room, Village Hall, Durrington**

Attendance

Cllr P Galan-Bamfield

Cllr D Healing

Cllr M Wardell

Clerk/RFO E M Moore

Apologies

Cllr S Rennie

Cllr J Todd

The meeting started at 13:00 hrs

There were no members of the public present for the duration of the meeting. There were no declarations of interest from members of the council. Cllr Galan-Bamfield took the Chair and members warmly welcomed the new Clerk to the meeting.

Item	Comments / Recommendations	Action
<p>Minutes of the HR and Finance Meeting held on the 22nd October 2019.</p>	<ul style="list-style-type: none"> • Members reviewed the minutes for accuracy. • There were no matters arising from the minutes. 	<p>It was resolved to accept the minutes as an accurate record of the meeting. Proposed by Cllr Wardell, seconded by Cllr Healing and all agreed.</p>
<p>Budget</p>	<p>Members had a preliminary look at the annual budget by cost centre. The Clerk explained that a provisional figure of £160,000 had been included in the budget for 2020-21. In discussion, members felt that the precept should be raised higher in order to: (i) put back money that had been used from the general reserve to fund unexpected projects costs during the current financial year (ii) provide funding for new projects during 2020-21 and capital projects such a new lawn mower for the cemetery. In further discussion, members recommended that the council might consider letting Hurdcotts provide tree management services at Avon Fields to replace part of the ground maintenance work that was due to cease at the Millennium Park field.</p>	<p>Continue to monitor expenditure over income.</p> <p>Clerk to update the budget and Committee's recommendations to go to council for review.</p>

Millennium Park

Members were disappointed that the owners of the Millennium Park had not offered the council a new lease for the field. The actual costs to date for re-instating the field were scrutinised and members noted that the following invoices had been received:

- £495 paid to Phil Bascombe for removing the container on the field to the Pavilion drive.
- £1,050 payable to Darryl Spreadbury for installing fencing, moving dog poo bins etc.
- £9,040 payable to CDS Groundworks Ltd for removing the BMX track, disposal of soil / clay and grass seeding the area after the ground works.
- £482.88 paid to Woodford Forest and Landscape for fencing supplies. [extra cost not realised by the meeting but added to the minutes for accuracy]

In discussion members noted that costs to reinstate Millennium Park had been previously estimated at £8,000, and it had been agreed that a total of £9,365.1 in funds could be used from the EMR Project Fund, Ground Maintenance Budget, Fenceline Budget and the donation from Lovell. The total project cost so far was £11,067.88. Therefore, **an extra £2,000 should cover the whole project and any eventualities.** Members recommended funding completion of the project from general reserves. In further discussion, members debated whether to remove the main gate into the field and the small gate linking to the allotments (Willow Drive). Members thought that both gates were council property and keys to the gates and the gantry belonged to the council. The Clerk reported that Cllr Todd had recommended using the spare gate in the container at Pavilion drive to put under the gantry to help stop littering and for crime prevention. Members agreed that subject to further research by Cllr Healing the gates referred to above might be removed, fencing installed and a spare gate put across the access point under the gantry.

It was resolved to recommend to full council that up to £2,000 is used from the General Reserve to fund the extra work needed to reinstate Millennium Park. Proposed by Cllr Galan-Bamfield, seconded by Cllr Wardell and all agreed.

Recommendations to go to council for approval

Cllr Healing agreed to look at the council's previous planning applications relating to Millennium Park and advise the council accordingly.

Recommendations to go to council for approval

<p>Hire of part-time Facilities Manager</p>	<p>Members noted that a part-time Facilities Manager was required for 10 hours per week. In discussion the following points emerged:</p> <ul style="list-style-type: none"> - Cllr Rennie needed to put together a list of duties for the FM - The salary would be as per NALC scale / framework - FM to start as soon as possible - Job advertisement to be put initially on the community Facebook page so that a local person might be hired, and depending on response, an advert might also be placed in the Stonehenge Trader and or in Dispatch 	<p>Committee to update Council and recommendations to go to council for approval</p>
<p>Clerk's feedback on work to date</p>	<p>The Clerk was enjoying her new role but advised members that it was difficult to fit all the work into 25 hours per week. Members acknowledged that the learning curve for the Clerk was steep and felt that the council should pay for any extra hours the Clerk incurred in order to complete her duties, until a Facilities Manager was in place.</p>	<p>Recommendations to go to council for approval</p>
<p>Date of next meeting</p>	<p>Already booked for 6pm Monday 6 January 2020.</p>	

N.B. all costs net of VAT.

The meeting adjourned at 14:08