

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**  
which was held online via Zoom  
**on Thursday 25<sup>th</sup> February 2021 at 7.30pm**

**Present:**

Cllr P Burge (Chair), Cllr L Wragg, Cllr Roberts, Cllr C Howe, Cllr S Mulholland, and Cllr R Lennon

**Also in Attendance:** Ms K Byrne (Clerk)

**Actions**

Before the meeting began Cllr Burge advised the attendees that the Zoom session was going to be recorded, but would not be widely distributed. There were no objections.

**1 Apologies for Absence**

There were apologies for absence from Cllr M Vinton (unable to attend via Zoom) and Cllr J Hobro (family commitment).

**2 Minutes of Previous Meeting – 12th November 2020/ Matters Arising**

The Finance Minutes of 12th November 2020 were reviewed, there were two typing errors, which were corrected during the meeting. The minutes were then agreed to be a true record, and were signed by Cllr Burge. He will deliver the signed copy to the Clerk.

**3 Review of Income and Expenditure**

The Committee reviewed the PC's accounts, with figures for expected spend for the rest of the Financial Year (FY) compared with budget, and the variance. Cllr Burge said that the figures were slightly better than predicted in our last review in November. By the year end the PC will have overspent by about £3,800 mainly due to repairs to St Marys Church wall being overbudget (when a second section of the wall fell down).

Regarding earmarked reserves, £2,000 of the Section 106 money was spent (contribution to changing room refurbishments at the Village Hall), leaving £2,886.78. The PC's contribution to LHI traffic calming measures has just been paid (which was £22,368.02 as expected). The other earmarked reserves are £965.50 from the Zero Carbon grant money and £2,000 from the Pebble fund, which will be spent in 2021-22. Once operating reserves of a minimum 6 months' precept have been taken, the PC will have approximately £7,000 in the general reserves.

Cllr Howe asked why the Office Supplies expenditure was twice what was budgeted.

**ACTION – (i) Clerk to circulate Office Supplies figures to the Finance Committee**

Clerk

Repairs or replacement of the bus shelter near the War Memorial was discussed, which will need to be done within a year. Replacing it will involve permission from SCDC Conservation Officer, as it is in the conservation area. Also, the specially designed tiles inside will need to be carefully removed and replaced in a new shelter. The bus shelter repairs cannot be covered by S106 money. Cllr Burge said quotes for temporary repairs should be obtained whilst costs for replacing it are obtained. Other projects, such as repairs to the wall near Jacksons Way, planned for FY 2021-2022 may have to be delayed to allow for this project.

It was agreed that 'Future Projects' should become a regular item on the PC Agenda under 'Ideas for Improvements to Village Life'.

**ACTION – (ii) Clerk to obtain quote for temporary repairs to the bus shelter**

Clerk

#### 4 Trees, Grass, Hedges and General Purposes

##### a) Quotes for tree work priority 2 & 3

The Clerk had obtained and circulated 3 quotes for the priority 2 & 3 (non-urgent) tree work from the June 2020 tree survey. The Committee reviewed the quotes. Following discussion, Cllr Burge proposed that the PC accepted the quote from Shires for priority 2 & 3 work to be done together, Cllr Roberts seconded, all concurred. The Clerk will let Shires know as soon as possible so they can get the necessary permissions in place and carry out the work as soon as they can.

**ACTION – Clerk to inform Shires and the other tree contractors**

Clerk

##### b) Contracts

The grass cutting contract has another 2-3 years to run. However, the work by contractors was reviewed. Cllr Roberts said that Hardys have done a good job for the PC, and have dealt with any issues appropriately.

Cllr Burge said that the insurance renewal will be due in the next couple of months. It was agreed that the Clerk should seek at least three quotes.

**ACTION – Clerk to seek at least three quotes for the insurance renewal**

Clerk

The Clerk had obtained a quote from Martin Hardy to restore the worn out goalmouths on the Butts Recreation ground – to supply topsoil and level off 3 goalmouths and re-seed with grass, the quoted price was £350.00 plus VAT. The Committee discussed the quote. Cllr Burge proposed to accept the quote, Cllr Roberts seconded, all concurred.

**ACTION – Clerk to ask Martin Hardy to carry out the re-seeding work**

Clerk

#### 5 Review of FPC Policy documents

Before the meeting, the Clerk had updated FPC's Standing Orders, Code of Conduct, and Publication Guide documents. The Committee reviewed the amendments in the Standing Orders document. Cllr Burge proposed that the updated document is adopted, and recommended that it be approved at the PC meeting on 16 March; Cllr Roberts seconded, all concurred.

The Committee reviewed the amendments in the Code of Conduct document. One amendment was made in the meeting. Cllr Burge proposed that the updated document is adopted, and recommended that it be approved at the PC meeting on 16 March; all concurred.

The Committee reviewed the amendments in the Publication Guide. Cllr Burge proposed that the updated document could be accepted by the Committee and did not need to go to the full council for approval; all concurred. Cllr Wragg had some ideas to reformat the document to make it more reader friendly.

**ACTION – Cllr Wragg to update the Publication Guide; Clerk to review upload to website**

Cllr  
Wragg /  
Clerk

Before the meeting, Cllr Burge had updated the Asset Register, the Committee reviewed the amendments and made some suggested changes.

Cllr Mulholland offered to get in touch with Hibbits stone masonry to ask for a quote for cleaning the War Memorial and a quote for replacing it.

**ACTION – Cllr Mulholland get a quote for cleaning the War Memorial and for replacing it**

Cllr Burge will update the register; the updated document will be recommended to be approved at the next PC meeting; all concurred.

Cllr  
Mulholla  
nd

## 6 Future Projects

- The bus shelter near the War Memorial, as discussed in item 3.
- Repairs to the wall near Jacksons Way (possibly during FY 2022-2023).
- Repairs to other sections of St Marys Church Wall (perhaps within the next 5 years).
- Land registration – Cemetery and Butts Recreation Ground (perhaps within the next 1-2 years).
- Milestones – Cllr Burge said that he and Cllr Mulholland re gathering a small volunteer group to restore and repaint the milestones in the Fowlmere vicinity. Cllr Burge asked if the PC might contribute to the costs for the paint. Cllr Howe offered to speak to the bursar at Trinity Hall (who is closely associated with the Milestones) to see if they might contribute. The PC approved for the volunteer group to proceed with the work, and agreed to pay for the paint if Trinity Hall do not fund this.

## 7 Review of in-house check on play equipment

Cllr Burge had been regularly checking the play equipment on the Butts and the Village Hall. Some repairs from last year's RoSPA inspection are still outstanding.

**ACTION – Clerk to remind Ian Wilson about the minor RoSPA repairs**

Clerk

## 8 Date of Next Meeting

Date and location to be confirmed, likely to be in June 2021.

The meeting closed at 21.00