

**Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING of  
Sixpenny Handley & Pentridge Parish Council  
Held 6<sup>th</sup> June 2019 at 7:30pm at the Parish Office, 6 Town Farm Workshops, Sixpenny Handley.**

Item		Action By
	<b>Public Open Session</b> 0 Members of the public present.	
<b>401</b>	<b>Elect a Chairman of the Finance &amp; General Purposes Committee</b>  Resolved unanimously to elect Cllr James Reed as Chairman for 2019-2020.	
<b>402</b>	<b>Attendance &amp; Apologies</b>  Cllr James Reed (Vice Chairman of the Parish Council) Cllr Colin Taylor (Chairman of the Parish Council) Cllr Simon Meaden Cllr Maureen New Cllr Andy Turner  <b>Also in Attendance</b> Mrs Ciona Nicholson (Clerk)  <b>Apologies</b> Cllr Stuart McLean	
<b>403</b>	<b>Declarations of Interest &amp; Grants for Dispensation</b>  <b>The following members declare non-pecuniary interests in matters relating to:</b>  Cllr Colin Taylor – Pentridge Village Hall/CLT Roebuck Committee Cllr James Reed – Community Land Trust Cllr Andy Turner – Community Land Trust /CLT Roebuck Committee	
<b>404</b>	<b>Matters arising from the last F&amp;GP Parish Council Meeting held 4th April 2019.</b>  None.	
<b>405</b>	<b>Play Area Matters and weekly Inspection Reports.</b>  <ul style="list-style-type: none"> <li>The Play Inspection weekly reports for May were considered. No actions required.</li> <li>The waste bin sited in the play area is broken. The matter has been reported to Glasdon as the bin purchased in October 2018 is still under warranty.</li> <li>Members agreed to extend the Regard Partnership's playground inspections to the Keats Meadow play area.</li> </ul>	<b>Clerk</b>  <b>Clerk</b>
<b>406</b>	<b>To consider Sports Facilities Matters.</b>  <ul style="list-style-type: none"> <li>Cllr McLean to carry out the Sports Pavilion's annual Building Risk Assessment.</li> <li>Cllr Meaden to contact Chairman of the Sixpenny Handley Cricket Club to discuss the outstanding maintenance matters.</li> </ul> Members agreed to monitor the situation regarding the control of dogs around the recreation facilities - paying particular attention to the Penny Tap patrons.	<b>SMc</b>         <b>All</b>

<b>407</b>	<p><b>Review of Standing Orders, Financial Regulations &amp; Code of Conduct.</b></p> <p>NALC issued new Model Standing Orders (2018). Members reviewed, amended and approved.</p> <p>Members agreed to consider a Filming &amp; Recording policy for Parish Council meetings.</p> <p>Financial Regulations reviewed with minor amendments and approved.</p> <p>Code of Conduct reviewed and approved.</p>	<b>Clerk</b>
<b>408</b>	<p><b>Review Emergency Planning Procedure.</b></p> <p>Cllr Andy Turner reviewed the Emergency Planning Procedure and completed standard updating. Key emergency locations to be confirmed and update Dorset Council.</p>	<b>AT</b>
<b>409</b>	<p><b>To review Annual Programme of Works</b></p> <p>Members reviewed and discussed the programme of works making minor amendments:</p> <ul style="list-style-type: none"> <li>• Developing budget and the consideration of Precept demand bought forward to October.</li> <li>• Reviewing Approved Contractors List bought forward to July.</li> <li>• Dean land telephone kiosk report bought forward to July.</li> <li>• Investigate legal requirement for PAT testing.</li> </ul>	
<b>410</b>	<p>Renewal of Unit 6 Tenancy Agreement – Letter of confirmation to be forwarded to Dorset Council.</p>	<b>Clerk</b>
<b>411</b>	<p>Renewal of ICO Registration completed by the Clerk.</p>	
<b>412</b>	<p><b>To consider any actions from correspondence received</b></p> <p>The first Green Spaces volunteer training is set to take place shortly. Dorset Council's Graham Stanley, Senior Ranger – North Countryside and Greenspace will confirm the date of the meeting with Cllr Dave Adams &amp; Cllr Mo New.</p> <p>The poplar tree located at the Village Hall was subject to an inspection by Damory Tree Care. Whilst unable to carry out a complete health check on the tree, the poplars' very brittle structure and liability to lose branches was confirmed. The Tree Surgeon recommended a significant reduction in height and width. As the tree is subject to a TPO the Parish Council will seek further advice and approval from Dorset Council.</p> <p>An elderflower tree overhanging the pavement on Frogmore / Sheasby Close is causing an obstruction to pedestrians. Clerk to send a letter to resident.</p> <p>The overgrown hedgerows &amp; boundaries of properties in the community continue to cause highway hindrances. Councillors agreed to invite a member of Dorset Highways team for a 'drive through' in order to experience the difficulties faced by heavy vehicle drivers.</p> <p>Letter received from 1<sup>st</sup> Woodcutts Scouts' Chairman. Inviting members to their AGM due to be held on Thursday 27<sup>th</sup> June 2019.</p> <p>Members unanimously agreed to accept the Woodcutts Scouts' bookings request for their bi monthly meetings and to waive the charge.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

<b>413</b>	<b>Financial Matters &amp; Expenditure</b>  The RFO provided members with a report on finances to 6 <sup>th</sup> June 2019. Bank Reconciliation for signing; List of Receipts & Payments for scrutiny; Copy of Bank Statements for signing.  Members amended and approved unanimously the RFO Receipts & Payments Report – <b>see Appendix A.</b>	

Meeting Closed 9.30pm

**These minutes are to be signed by the Chairman after approval  
at the next Full meeting of the Parish Council.**

**Signed;..... 27<sup>th</sup> June 2019**

## Sixpenny Handley & Pentridge Parish Council

### Receipts & Payments – 6<sup>th</sup> June 2019.

**Current Balance £80447.20 Deposit Balance £45125.71**

Date	Description		Receipt/Payment	
06/06/2019	EDDC Rent	SO		484.00
16/05/2019	Letchers Solicitors (Legal Fees - Asset acquisition)	2714		2,197.44
06/06/2019	C Nicholson May Salary payment	2715		856.10
06/06/2019	C Nicholosl (Reimbursement of ICO registration renewal 2019)	2716		40.00
06/06/2019	Rushmore Estate (Allotment Rent Brushy Bush)	2717		10.00
06/06/2019	S Wallworth Electrical Services Ltd (replace Parish Office light fittings)	2718		432.00
06/06/2019	MI Heating & Plumbing Ltd (investigate and resolve leaking oil Pavilion)	2719		120.00
06/06/2019	L Read T/A Read Engineering (Repairs to John Deere mower)	2720		285.61
06/06/2019	Damory Tree Care (hedge & verge strim weedkill church pathway)	2721		300.00
06/06/2019	Damory Tree Care (further tidy up of vegetation around Bowls Club)	2722		400.00
06/06/2019	Mr Paul Styles (Reimbursement payment for Village Hall top soil)	2723		280.00
06/06/2019	Mr Dave Adams (Reimbursement payment for VH urinals materials)	2724		45.82
06/06/2019	Wessex Carpets (Supply & install new flooring to VH)	2725		3,202.80
06/06/2019	S Wallworth Electrical Services Ltd (VH install an auto sensing valve)	2726		144.00
06/06/2019	David Hill ( Decoration of Kitchen,entrance & gents toilet)	2727		320.00
06/06/2019	Carole Wyatt (reimbursement payment for VH decoration)	2728		1,504.87
06/06/2019	Mark Young (fuel expenses)	2729		99.77
06/06/2019	L Fisher (Parish Office cleans x 14)	2730		140.00
01/05/2019	Precept (first half of 2019/20)	Credit	27,323.50	
09/05/2019	Annual Allotment Rental	Credit	950.00	
20/05/2019	Office Hire (Seated exercise class)	Credit	40.00	
	June Total		28,313.50	10,862.41

1<sup>st</sup>Signature.....2<sup>nd</sup>Signature.....

Scrutineer.....Date.....

