

**MINUTES OF THE
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD MONDAY 20TH MAY 2019
7.30PM
BURBAGE MILLENNIUM HALL**

Present: Cllrs Mr S Attenborough, Mr R Flemming, Mr M Hall, Mr R Hoelmer, Mr K Lynch,
Mr N Robinson, Mr B Walker, Mr H Wilkins (substituting) & Mr P Williams

In attendance: H Thomasson (Principal Officer)
J Perry (Responsible Financial Officer & Deputy Principal Officer)

No members of public

In the absence of the previous chairman and vice-chairman it was necessary to elect an interim chairman.

Only one nomination for interim chairman was received, Cllr Mr Lynch was proposed by Cllr Mr Williams and seconded by Cllr Mr Flemming, it was

RESOLVED – Cllr Mr Lynch be duly elected as interim chairman.

1. ELECTION OF CHAIRMAN

Only one nomination for Chairman was received, Cllr Mr Flemming was proposed by Cllr Mr Lynch, seconded by Cllr Mr Williams, it was

RESOLVED – Cllr Mr Flemming be duly elected Chairman of the Finance & General Purposes Committee.

Cllr Mr Flemming took the Chair.

2. ELECTION OF VICE-CHAIRMAN

Only one nomination for Vice-Chairman was received, Cllr Mr Hoelmer, proposed by Cllr Mr Williams, seconded by Cllr Mr Lynch, it was

RESOLVED – Cllr Mr Hoelmer be duly elected Vice-Chairman of the Finance & General Purposes Committee.

3. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Mrs A Hall (Cllr Mr Wilkins substituting) & Cllr Mr P Hall. Proposed by Cllr Mr Lynch, seconded by Cllr Mr Williams, it was

RESOLVED – all apologies be accepted.

4. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest from Members at this time.

5. MINUTES OF THE MEETING HELD 15TH APRIL 2019

Minutes of the meeting had been circulated to all Members and were considered. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Lynch, it was

RESOLVED – the minutes of the meeting held 15th April 2019 be approved and signed by the Chairman.

6. MATTERS ARISING

6.1 BCAF

Following a recent donation made by the Parish Council, a note of thanks had been received from BCAF and had been circulated to all Members.

6.2 West Leicestershire Community First Responders

Following a recent donation made by the Parish Council, a note of thanks had been received from WLCFR and had been circulated to all Members.

6.3 Burbage Bowls Club Maintenance Contract

The Principal Officer reported a quality check had been carried out as requested and Supergrass Professional Turf Care had now been awarded the Bowls Club maintenance contract.

6.4 Donation from Sport in Burbage

A donation of £500 had been received from Sport in Burbage to be used towards the future upkeep and maintenance costs of the recently purchased Shockwave equipment. A note of thanks had been sent to SIB on behalf of the Parish Council.

7. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present.

8. SALE OF OPEN SPACE LAND OFF GRANGE DRIVE

A resident had requested the Parish Council consider the sale of an area of open space land, off Grange Drive, which adjoined their property. Detailed information had been provided and circulated to all members. Following some discussion, proposed by Cllr Mr Lynch, seconded by Cllr Mr M Hall, it was

RESOLVED - Not to sell the area of amenity land.

9. HORSEPOOL – CLOSING ARRANGEMENTS

A proposal from the Estates Officer to reinstate the unlocking and locking of the Horsepool once renovation work was complete. Following some discussion, proposed by Cllr Mr Walker, seconded by Cllr Mr Hoelmer, it was

RESOLVED - To introduce an unlocking and locking procedure, to be carried out by Parish Caretaking Staff, as soon as the Horsepool renovation works had been completed. A sign to be made and fixed to the pedestrian gate advising of opening time from 8.30am until 9pm or sunset, whichever is earlier.

10. MOTOR INSURANCE CLAIM

Principal Officer gave a detailed report of a recent liability claim on the Council's motor insurance. Information was noted.

11. START TIME OF FUTURE F&GP MEETINGS

Cllr Mr Flemming proposed that the time of the Finance & General Purposes meetings be amended to commence at 7pm, seconded by Cllr Mr Attenborough and all agreed, it was

RESOLVED - Future meetings of the F&GP committee would be scheduled to commence at 7pm

12. CONTINUATION OF EXISTING WORKING PARTIES

Proposed by Cllr Mr M Hall, seconded by Cllr Mr Wilkins, it was

RESOLVED – the following working parties would continue:
Allotments, Cemetery, Millennium Hall Development, WW1 Commemoration & Open Space Development.

13. NOMINATIONS FOR MEMBERSHIP OF EXISTING WORKING PARTIES

Members nominations already received were read and noted. Any further Councillor wishing to serve on a working party could advise the Principal Officer at a later time.

14. FORMATION OF NEW WORKING PARTIES

There were no suggestions for the formation of additional working parties.

15. MEMBERS PROJECT SUGGESTIONS

Members discussed the possible need to form a new working party to promote the Millennium Hall building once re-configuration and extension works were complete. As the completion date of the project was unknown at this point it was agreed to defer forming a new working party at this time.

16. FUTURE BANK MANDATE PROCEDURES

The Responsible Financial Officer explained existing bank mandate procedures and the necessity to make changes to existing mandate holders. Historically the Chairman and Vice-Chairman of Council and all standing committees were invited to become bank mandate holders. Proposed by Cllr Mr Williams, seconded by Cllr Mr Walker, it was

RESOLVED - The Chairman and Vice-chairman of Council and all Standing Committees, when elected, be invited to become bank mandate holders. The RFO to implement these changes on a phased basis to ensure business continuity.

17. FINANCIAL REPORTS

Reports circulated to all Members included; a list of accounts paid; a summary of receipts and payments to date; a bank reconciliation; and bank statements. All reports were visibly inspected and duly signed by the Chairman.

18. LATE ITEM:

RURAL HERITAGE TRAIL

Correspondence had been received from HBBC advising the Borough Council was working with Greg Drozd, of Hinckley & District Museum, to create a Rural Heritage Trail information leaflet and a web-link to information on HBBC's web-site. With the aim to include the whole area, Parish Councils were being asked for their help to engage local heritage/history groups in this project where possible.

Full details had been provided to all Members and were considered. Proposed by Cllr Mr Flemming, seconded by Cllr Mr M Hall, it was

RESOLVED - Cllr Mr Williams to refer this enquiry to Burbage Heritage Group and to offer assistance from the Parish Council's Project Officer, Rachel Parrish, if required.

There being no further business the meeting closed at 8.35pm.