

**MINUTES OF THE
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD MONDAY 16TH NOVEMBER 2020
6.30PM
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020.

Present by video link: Cllr Mr P Williams (in the chair)
Cllrs Mr R Flemming, Mrs D Glenville, Mr R Hoelmer, Mr K Lynch, Mr M Hall, Mr R Mayne, Mr N Robinson & Mr B Walker

Present by audio link: Cllr Mrs A Hall

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

In attendance by video link: Cllr Mrs L Hoelmer (arrived at item 59.5)

No members of public

These minutes are subject to approval at the next meeting of this committee

53. APOLOGIES FOR ABSENCE

There were no apologies from Members at this point.

54. MEMBERS' DECLARATIONS OF INTEREST

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

55. MINUTES OF THE MEETING HELD 19TH OCTOBER 2020

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

RESOLVED – that the minutes of the meeting held 19th October 2020 be approved and signed by the Chairman.

56. MATTERS ARISING

There were no matters arising from the previous meeting.

57. PUBLIC QUESTIONS & COMMENTS

There were no members of public present.

58. WINTER HANGING BASKETS

The Principal Officer confirmed that the winter hanging baskets had now been installed around the village after altered procurement procedures under the difficult circumstances posed by the coronavirus restrictions. Thurlaston Garden Centre had supplied the plants, compost, and plant feed at a cost of £17.00 per basket with Burbage Gardening Club contributing some hands on help at the garden centre in assembling the baskets. Proposed by Cllr Mr Mayne, seconded by Cllr Mr Walker, it was

RESOLVED - that a donation of £300 be made to Burbage Gardening Club in recognition of their help in co-ordinating and facilitating the winter hanging baskets this year, with thanks for their contribution.

59. WORKING PARTY & TASK AND FINISH GROUP REPORTS

59.1 Allotments

Minutes of a meeting held on 3rd November 2020 had been circulated and were considered, with a short report from Cllr Mrs Hall. Proposed by Cllr Mr Lynch, seconded by Cllr Mr Flemming, it was

RESOLVED - that the minutes of the Allotments Working Party meeting held 3rd November 2020 be approved with the budget recommendations made to be considered at the agenda item relating to project suggestions.

59.2 Cemetery

No meeting of the working party had taken place since the date of the last meeting.

59.3 Millennium Hall Development

No meeting of the working party had taken place since the date of the last meeting. The Principal Officer confirmed that the final account had been settled and the contract completed. It was further confirmed that James Ottey of Merrisons was due to make a final site visit on Wednesday 16th November to determine the schedule of works for remediation of the floor in Hall 2 and confirm the start date. Cllr Mr Lynch also confirmed that he was still working on costings for improvements to the hot water delivery system at Britannia Pavilion and would make this available to members in a few weeks' time.

59.4 Remembrance

Minutes of a meeting held on 20th October 2020 had been circulated and were considered. Cllr Williams reported that the video of the day had been an outstanding success and that an initial meeting to commence discussion for plans to commemorate the 100th anniversary of the unveiling of the War Memorial would be arranged soon. Proposed by Cllr Mr Hoelmer, seconded by Cllr Mr Flemming, it was

RESOLVED - that the minutes of the Remembrance Working Party meeting held 20th October 2020 be approved.

59.5 Open Space Development

No meeting of the working party had taken place since the date of the last meeting.

59.6 FC Burbage Vision for Colts Close task & finish group

No meeting of the task and finish group had taken place since the date of the last meeting. Cllr Mr Lynch reported that borough planning officers had been consulted and a response was still awaited. A further meeting would be arranged as soon as the information was available to move progress discussion regarding viability of some elements of FC Burbage's proposed vision at Colts Close and to work towards consultation.

59.7 Volunteer Policy task and finish group

No meeting of the task and finish group had taken place since the last meeting. However, members of the group had been working on a draft policy and agreed to arrange a meeting to finalise the draft policy and develop the accompanying guidance.

59.8 Budget

A meeting of the Budget Working Party had taken place on 15th October 2020. Minutes had been circulated and approved at the meeting of Council on 2nd November 2020. Following discussion, proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming, it was

RESOLVED - that Budget Working Party be delegated to make a final budget recommendation for the 2021/22 directly to Council for consideration at their January 2021 meeting.

60. PROJECT SUGGESTIONS FOR 2021-22 BUDGET

A chart and supporting information on all project suggestions received had been circulated to members. The Responsible Financial Officer discussed the position on the current approved projects. Proposed by Cllr Mrs Hall, seconded by Cllr Mr Mayne, it was

RESOLVED – that the approved projects in the 2020/21 budget that have not yet commenced be carried forward to the 2021/22 budget as follows:

- Parish Walks Leaflet £3000
- Initial landscape design for improvements at Sketchley Hill Farm Recreation Ground and Far Lash Open Space £3800
- Implementation of improvements at Sketchley Hill Farm Recreation Ground and Far Lash Open Space £22000

Members moved on to discuss the proposed projects for 2021/22 as circulated.

Cllr Mrs Hoelmer gave a brief to members on the project for a Green Space Strategy and Management Plan for all green spaces. After much discussion, proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming, it was

RESOLVED – that the project be put forward for consideration to the Budget Working Party with a proposed budget of £20,000. Open Space Working Party to prepare a detailed brief and staged process for tender purposes, to be approved at a

future meeting of this committee. Further that the project suggestion for a formal park area on Far Lash submitted by Cllr Mr Mayne be considered as part of the Green Space Strategy and Management Plan, together with the project funds carried forward for design and implementation of improvements at Sketchley Hill Farm Recreation Ground and Far Lash open space (£25800 as detailed above).

Members considered the remaining six project suggestions as circulated. Proposed by Cllr Mr Williams, seconded by Cllr Mr Walker, it was

RESOLVED – that the further six project suggestions as circulated be put forward to the Budget Working Party for costing in the 2021/22 budget.

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| • Allotment notice boards | £1046 |
| • Allotment standpipe renewals | £500 |
| • Neighbourhood Plan support | £6250 |
| • Parish signage | £10000 |
| • Queen’s Platinum Jubilee Trail | £15000 |
| • Britannia Pavilion hot water improvements | tbc |

61. FINANCIAL STATEMENTS & BUDGET REPORTS

The following reports had been circulated to all Members:

- A list of accounts paid
- A summary of receipts and payments
- Bank reconciliation with bank statements

Cllr Mr Hall raised a question regarding several payments made to one contractor during October. The Responsible Financial Officer gave an explanation after which members noted the information contained in the documents, which were visibly inspected by the Chairman and would be signed by him at a later date.

There being no further business, the meeting closed at 8.17pm.