

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE  
HELD AT 7.45PM ON THURSDAY 24 SEPTEMBER 2015  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

**PRESENT:** Councillors: R Gahan, C Grafton-Reed, Mrs S Hendy, D Howe, C Porter, A Rowe and Mrs M. Stell

**ALSO PRESENT:** Mr C Golding, Mr B Collins and Mrs J Cowley – Residents of the village and allotment tenants.

14.15 **1. APOLOGIES**  
Councillors R Capewell

15.15 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**  
Councillor Rowe declared a non-pecuniary interest in Item 5 of the agenda as an allotment tenant.

**COUNCIL MANAGEMENT**

16.15 **3. REVIEW OF THE FINANCIAL DELEGATION TO THE PARISH MANAGER**  
The Members read the background report and the related Financial Regulations for the financial delegation provided to the Parish Manager (and the Deputy Clerk in her absence). They agreed that the current level of personal delegation of £600 and an emergency delegation of £2,500 is acceptable and be retained until the next review in June 2016. Councillor Rowe proposed and Councillor Mrs M Stell seconded that the proposal is accepted; a show of hands carried this unanimously.  
**RECOMMENDED:**  
**That the personal financial delegation of £600 and emergency delegation of £2,500 is provided to the Parish Manager (and Deputy Clerk in her absence) at the present level until the next review in June 2016.**

17.15 **4. REVIEW OF FINANCIAL REPORT FOR THE FIRST QUARTER 2015/16**  
A financial report for the first quarter of 2015/16 was received and accepted by the Committee in a new format. It was generally agreed that the new format is better and easier to understand but the Members requested that each quarter is shown on the spreadsheet throughout the financial year for comparison and that any annotation or notes regarding the budgets is displayed. They also asked that the expenditure codes are shown on the summary page to relate to the individual breakdowns on the continuing pages. The Members would like to thank the Deputy Clerk for her work in preparing the report. A unanimous show of hands moved in taking the new format of the financial report forward.  
**RECOMMENDED:**  
**That the Financial Report for the first quarter 2015/16 is accepted and that future reports include the expenditure code on the summary page, any annotations or notes relating to the budgets and that each quarter is shown for comparison.**

## 5. REVIEW OF THE TERMS AND CONDITIONS FOR THE WESTERN WILLOWS AND SUTTON SITE ALLOTMENTS

Permission was requested from three members of the public to address the committee prior to their review of the Terms and Conditions for the allotment sites.

Mr Collins explained to the Members that as a fairly new allotment tenant, he signed a letter to the Parish Council opposing the existing Terms and Conditions requiring a plot holder to close the entrance gates on both entering and exiting the site. He wishes to retract his signature as he felt he signed the letter naively and in haste. Mr Collins stated that he supports the existing Terms and Conditions as he constantly sees the gate left open even when there is no-one left on site and has himself suffered some damage to stock which was reported to the Parish Office and Police. He felt that if the policy stated that the gate was to be closed at all times it would prevent unauthorised access on to the allotment site.

Mrs J Cowley addressed the Members by explaining that she had been an allotment tenant for over a year now and has also experienced some damage to her plot and produce. She feels quite disheartened when incidents like this occur and feels that a closed gate policy would go some way in preventing this happening. Mrs Cowley suggested that consideration is given in providing each member of the allotment with a key to the gates which would require the lock to be closed in order to retrieve the key. She is worried that dog walkers would be letting their dogs off the lead and allowing them to mess everywhere or travellers will get in and park at the bottom of the site if the gates were left open.

Mr Golding read a prepared statement to the committee members which stated his reasons for opposing an open gate policy. He commented that those tenants who park on the site do so in contravention of the existing Terms and Conditions [5(g)]. Mr Golding also stated that he felt the Parish Council; having deemed it necessary to amend the Terms and Conditions in July 2014 to a closed gate policy is now turning about face and introducing an open gate policy. He believes that Broughton Astley Parish Council has a responsibility under Section 17 of the Crime and Disorder Act 1998 to address issues at the allotment site and would be failing in due care and attention if ignored. Mr Golding stated that tenants have just renewed their contracts under the old Terms and Conditions and that any changes would not be able to be implemented for a further 12 months. He also felt that any signage should be displayed properly and to erect them on gates that may be left open would be pointless.

The Chairman thanked the Allotment Tenants for their comments and opened the debate up to the members.

A report was presented to the Members to consider 5(q) and 5(t) of the Terms and Conditions for the allotment sites following a number of complaints and counter complaints received by the Parish Office and Members of the Council. The current wording for 5(q) is: ***Motor vehicles must be parked in the car parks provided outside the perimeter of the site. Vehicles can drop off items at a tenants plot but must then exit the site immediately;***

And for 5(t) reads: ***The tenant shall preserve the security of the site by closing any entrance gates on both entering and exiting the site.***

The Members reviewed the Terms and Conditions which had been in force prior to the most recent changes to compare what had been added at what time.

The Members took into consideration two letters received in support of the current Terms and Conditions and a petition of 18 signatures (one now rescinded) and one letter proposing a change to the Terms and Conditions requesting tenants to close the gates when leaving the allotment sites. After a lengthy and carefully considered debate it was agreed that the wording should be changed to read:

***5 (t) Tenants shall preserve the security of the site by closing the gates on exiting***

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***the site;***

and 5(q) is to be removed from the Terms and Conditions.

Councillor Porter proposed and Councillor Mrs S Hendy seconded the amendments to the Terms and Conditions as:

- *5 (t) Tenants shall preserve the security of the site by closing the gates on exiting the site.*
- *5 (q) to be removed from the Terms and Conditions.*

A show of hands carried this recommendation unanimously.

18.15

**RECOMMENDED:**

**That the Terms and Conditions for the Western Willows and Sutton Site Allotments be amended to:**

- **5 (t) Tenants shall close the gates when leaving the site**
- **5 (q) to be removed from the Terms and Conditions**

Mr Collins, Mrs Cowley and Mr Golding left the meeting.

**TO CONSIDER QUOTATIONS FOR REPLACEMENT FIRE DOORS IN THE BROUGHTON HALL AND WINDOWS IN THE PARISH OFFICE**

Three quotations were presented to the Members for consideration. Two quotations were for the replacement of the fire doors and windows and the third provided costings for only the replacement of the office windows. The Members discussed each quotation in turn and requested that the Parish Manager confirms with Sign Windows & Conservatories that their quotation included all fixtures and fittings and the removal of waste from site. The committee decided that the work should be undertaken by Sign Windows & Conservatories upon receipt of the requested information and a new quotation stating full details.

19.15

**RECOMMENDED: That the quotation from Sign Windows & Conservatories be accepted with the understanding that the quotation includes the fixtures and fittings and removal of all waste from site. A new quotation detailing this is required.**

The meeting closed at 8.15pm

Minutes approved and accepted as correct

.....Chairman

Dated .....