

**MINUTES OF THE MEETING OF THE ADMINISTRATION AND FINANCE COMMITTEE  
HELD AT 8.00PM ON MONDAY 5 SEPTEMBER 2016  
AT THE VILLAGE HALL, STATION ROAD, BROUGHTON ASTLEY**

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

**APOLOGIES:** Councillor Mrs S Hendy

**CLERK:** Mrs DS Barber

18.16 **1. APOLOGIES**  
Councillors Mrs S Hendy.

19.16 **2. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS**  
None were received.

**COUNCIL MANAGEMENT**

**3. REVIEW THE FINANCIAL DELEGATION TO THE PARISH MANAGER**

Members read the report outlining the provision of the financial delegation provided to the Parish Manager (and the Deputy Clerk in her absence) as outlined in the Parish Council's financial regulation. The current level which was set in May 2014 of £600 and emergency delegation of £2,500 was considered adequate. Councillor Grafton-Reed proposed and Councillor Mrs Stell seconded the recommendation that the level remain as set and be reviewed in September 2017.

20.16 **RECOMMENDED: That the 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 September 2017.**

**4. REVIEW OF FINANCIAL REGULATIONS 2016/17**

A copy of Broughton Astley Parish Council's Financial Regulations was reviewed by the Members who considered that no amendments were required apart from the update of the dates shown.

21.16 **RECOMMENDED: That the Financial Regulations for 2016/17 are accepted with the inclusion of current dates.**

**5. REVIEW THE TREASURY MANAGEMENT / FINANCIAL INVESTMENT STRATEGY 2016/17**

The Members received the updated Treasury Management and Financial Investment Strategy for 2016/17 which detailed the current investments held by the Parish Council and the level of external borrowing as at 31 March 2016. A show of hands was unanimous in accepting the current strategy with a review planned for September 2017.

22.16 **RECOMMENDED: That the Treasury Management and Financial Investment Strategy for 2016/17 is accepted and is to be reviewed in September 2017.**

## **6. OUTDOOR GYM EQUIPMENT – FROLESWORTH ROAD RECREATION GROUND**

Members considered quotations for the installation of an Outdoor Gym at the previous meeting of the Administration and Finance Committee held on 2 June 2016.

Members were also reminded that the annual RoSPA inspection highlighted an overall risk score of 10 for the separately enclosed 'Logworld Activity Centre'. The score represents a medium risk, with a band width of 8 to 13. There are a number of parts that require replacing and some aspects that have a limited life. Due to the age of the equipment, 20+ years, replacement should be considered.

Quotations from three suppliers were sought for outdoor gym equipment at this location as it could be accommodated in this separately enclosed area, but be accessible to all with no gym membership costs and within walking distance for residents.

The committee requested at their meeting in June that further investigations were made to the funding streams available if the equipment selected was accepted.

Details of funding streams were provided to members in a report for this meeting with various options available if an application were successful. In addition to funding the Parish Council has earmarked reserves of £22k for Play Equipment Replacement and an existing £5k rolling programme budget for 2016/17.

A recommendation was presented to the Members consider replacing the 'Logworld Activity Centre' with an outdoor gym and that grant funding is sought from relevant organisation to purchase the equipment and, if applicable, seek approval from the Parish Council to fund a shortfall from earmarked reserves.

A show of hands carried this recommendation unanimously.

23.16

### **RECOMMENDED:**

- 1. That the Parish Council considers replacing the 'Logworld Activity Centre' with an outdoor gym.**
- 2. Grant funding is sought from relevant organisations to purchase the equipment and, if applicable, seek approval from the Parish Council to fund a shortfall from earmarked reserves.**

## **7. CONSIDER STAIR LIFT SERVICE AGREEMENT**

A report was presented to the committee Members detailing the advice the Parish Council was given regarding the requirements needed to have the stair lift inspected every six months under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Currently the stair lift is tested on a regular basis by the office and caretaking staff to ensure it is operational, but no regular service arrangements are in place.

It is recommended that following this advice that two 2\* service agreements are purchased from Acorn Stairlifts to ensure compliance that the lifting gear is thoroughly examined at six monthly intervals as per the LOLER regulations.

24.16

**RECOMMENDED: That two 2\* annual service agreements are purchased to ensure that the lifting equipment is thoroughly examined at six monthly intervals, as per the Lifting Operations and Lifting Equipment Regulations 1998.**

## **8. DOG BIN AUDIT**

Councillor Gahan volunteered to undertake the task of carrying out an audit of the dog waste bins on behalf of the Parish Council. He presented the Members with an interim report detailing the percentage each of the 41 dog bins located within the village had been used during the time he monitored them. Councillor Gahan proposed that he is allowed

time to monitor the bins in September and October to enable the provision of a more accurate survey as he initially carried out his inspection in July during the popular holiday season.

The Members agreed that this would be a reasonable request and asked that the results of the additional survey be made available in time for the Parish Council precept setting process in November to enable the council to assess the budget requirement for 2017/18.

25.16

**RECOMMENDED:**

**That Councillor Gahan undertakes a further audit of the dog waste bins and presents the results to the Parish Council prior to the Parish Council's precept setting process in November to assess the budget requirements for 2017/18.**

The meeting closed at 9.10pm

Minutes approved and accepted as correct

.....Chairman

.....Dated

DRAFT