

WOODHOUSE PARISH COUNCIL

King George's Field, Woodhouse Eaves *Charity no. 1087237*

A Meeting of the **Trustees of King George's Field -Woodhouse Eaves** will be held virtually via Zoom US on **Monday 5th October 2020** for transaction of the business set out below.

AGENDA

1.	APOLOGIES: To <u>receive</u> and <u>approve</u> reasons																																										
2.	DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS: To <u>receive</u>																																										
3.	MINUTES OF THE PREVIOUS MEETING ON 7th September 2020 To <u>confirm</u> and <u>sign</u> as a true record																																										
4.	PROPERTY MATTERS TO CONSIDER [a] To <u>receive</u> the Premises Manager's report for September [b] To <u>note</u> the occupant has moved in to 50 Main Street [c] To <u>update</u> on halls being hired re Government guidelines [d] To <u>update</u> on the progress with the Solicitor for the agreement between the Parish Council and the Scouts. Appendix 1																																										
5.	FINANCE [a] To <u>receive</u> Financial reports: <ul style="list-style-type: none">The monthly bank reconciliation at 22 SeptemberThe monthly reconciliation of accounts at 22 September [b] To <u>approve</u> the following Accounts for Payment for previously agreed or delegated expenditure: <table border="1"><tr><td>Salaries – paid to PC</td><td>1510.77</td></tr><tr><td>Planyo – monthly platform fee</td><td>26.00</td></tr><tr><td>BT – monthly broadband fee August</td><td>42.00</td></tr><tr><td>Cavanagh Plumbing – repair radiator leak in VH House</td><td>50.00</td></tr><tr><td>Waterplus – quarterly water supply for Sports Pavilion</td><td>37.54</td></tr><tr><td>Phil Smith – handyman contract</td><td>90.00</td></tr><tr><td>Phil Smith – repairs & work in VH House</td><td>1183.37</td></tr><tr><td>Gordon Watson – expenses incl. window handles, paint & keys for VH House</td><td>99.83</td></tr><tr><td>Sterilizing Services – 6 monthly legionella checks & disinfect water tanks</td><td>543.66</td></tr><tr><td>Secure Trade Frames – replace upvc windows & sealed units in VH House</td><td>830.83</td></tr><tr><td>Advance Carpets – supply & fit carpet & vinyl in VH House</td><td>2192.50</td></tr><tr><td>Nottingham Blinds – 50% deposit for window blinds for VH House</td><td>446.50</td></tr><tr><td>Charnwood BC – VH house council tax</td><td>165.00</td></tr><tr><td>Sterilizing Services – legionella checks & disinfect water tanks in VH House</td><td>154.25</td></tr><tr><td>ESPO – Village Hall Gas for August</td><td>14.88</td></tr><tr><td>Advance Carpets – supply & fit vinyl in Village Hall</td><td>432.50</td></tr><tr><td>Waterplus – quarterly water supply for Annexe</td><td>81.18</td></tr><tr><td>Dusters Cleaning – KGV Hall & VH (5 weeks)</td><td>776.00</td></tr><tr><td>Waterplus – quarterly water supply for Village Hall</td><td>422.57</td></tr><tr><td>Howdens – extras for VH House kitchen</td><td>165.10</td></tr><tr><td>Century Electrix – 2nd fix power & lights & fit smoke alarms in VH House</td><td>2167.35</td></tr></table>	Salaries – paid to PC	1510.77	Planyo – monthly platform fee	26.00	BT – monthly broadband fee August	42.00	Cavanagh Plumbing – repair radiator leak in VH House	50.00	Waterplus – quarterly water supply for Sports Pavilion	37.54	Phil Smith – handyman contract	90.00	Phil Smith – repairs & work in VH House	1183.37	Gordon Watson – expenses incl. window handles, paint & keys for VH House	99.83	Sterilizing Services – 6 monthly legionella checks & disinfect water tanks	543.66	Secure Trade Frames – replace upvc windows & sealed units in VH House	830.83	Advance Carpets – supply & fit carpet & vinyl in VH House	2192.50	Nottingham Blinds – 50% deposit for window blinds for VH House	446.50	Charnwood BC – VH house council tax	165.00	Sterilizing Services – legionella checks & disinfect water tanks in VH House	154.25	ESPO – Village Hall Gas for August	14.88	Advance Carpets – supply & fit vinyl in Village Hall	432.50	Waterplus – quarterly water supply for Annexe	81.18	Dusters Cleaning – KGV Hall & VH (5 weeks)	776.00	Waterplus – quarterly water supply for Village Hall	422.57	Howdens – extras for VH House kitchen	165.10	Century Electrix – 2 nd fix power & lights & fit smoke alarms in VH House	2167.35
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Century Electrix – electric repairs in VH	97.50
TotalGas & Power – electricity supply for Annexe	1014.80
Phil Smith – work in VH House September	1766.72
Tony Hollier – painting in VH House	247.50
Ocean Free – hand sanitiser	55.98
Amazon – electric fire for VH House	89.99
Amazon – covid signs & plastic baskets	36.94
Argos – fridge freezer for VH House	179.99
Howdens – extras for VH House kitchen	176.67
Planyo – Monthly platform charge	26.00

[c] To note charity income at 22 September

- £522.45 lettings

[d] The members who met on Monday 14th September discussed the financial situation of the charity and whether lettings fees should rise as planned last year by CPI in November. They also noted that the Charity carry forward figure was likely to be acceptable and a number of items to be approved should be affordable. **Appendix 2**

- Lettings Review – Inflationary adjustments to be made on 1st January each year. A 10% increase on hourly rate with a minimum of 2hour bookings too be implemented on the 1st Jan 2020.
Recommendation: The Council to approve the new booking conditions and charges.

6. **ANY OTHER MATTERS TO NOTE OR FOR FUTURE AGENDAS**

Join Zoom Meeting

<https://us02web.zoom.us/j/7500462721>

Meeting ID: 750 046 2721

To join by phone: 0203 481 5240 / 0131 460 1196 / 0203 051 2874 / 0203 481 5237

Appendix 1 Premises Manager Report - September 2020

House Project

Handover of the house was completed on Friday 25th September 2020. The Building Control Officer accepted the completed work and agreed to sign off the house as complete with regards to Building Control requirements.

The new tenant accepted the keys to the house and took occupation on the 25th September. Tassi Lettings were involved in managing the handover. An inventory of supplied appliances was issued to the tenant and signed for along with two sets of keys and a key to the garden shed.

A guidance manual for all appliances was also left with the tenant.

The work on the interior of the house is finished with the exception of two replacement windows to the two bedrooms facing Main Street. Arrangements will be made with the tenant to install the windows once they are ready.

Hall Lettings

A number of groups have now returned to their regular booking slots. These include Baby Sensory, two Pilates Groups, two Art Classes, Karate, School of Dance, French Language and One Fit Mama exercise class.

At present we are only hiring the Village Hall and the King George V room in order to concentrate the bookings in two halls to reduce cleaning costs.

Hand Sanitising dispensers are mounted to the walls in all entrance lobbies and information posters relating to Covid - 19 are also displayed. Guidance on 2 metre social distance is displayed on posters inside the halls.

The NHS QR poster is displayed in all entrance lobbies to help in track and trace.

Utilities

The electricity supply for three meters supplying the Village hall, Annexe and Sports pavilion is to be changed to a new supplier EDF from 1st October 2020 for a two year contract period. Gas remains with ESPO until March 2023.

The utilities supplying the house are to be taken over by the tenant.

Site Issues

The outside woodwork to the House and the Sports pavilion is to be repaired and painted with work commencing on the house on Monday 5th October 2020. Once the house is finished work will begin on the Sports pavilion.

Nuisance Vandalism

We have experienced some vandalism to the basketball court where newly installed metal chain nets to one of the hoops have been damaged after only being up for a week. There have also been recent incidents of graffiti to the roof of the pavilion and the youth shelter by the sports court. The police have been informed and have agreed to increase patrols in the area.

Cricket Pitch

The winter maintenance to the cricket square has been completed with the cost of this year's visit being paid for by Woodhouse Eaves Cricket Club and John Gillingham has purchased a new green mesh fence to surround the cricket square to keep off animals and people to allow the grass seed to germinate.

Football Pitch

The football pitch is looking in good condition and was marked out ready for the start of the football season on Saturday 26th September 2020.

Field Perimeter

The trees overhanging the perimeter of the field and the footpath to Woodhouse are in need of attention. Three quotations are being obtained and will be presented to the November Parish Council meeting.

Memorial Benches

Two new memorial benches to replace old worn out benches by the main bus stop in Woodhouse Eaves opposite the post office have been delivered. The benches will be installed week commencing 5th October 2020.

Gordon Watson
Premises Manager

Appendix 1 – Financial Committee Meeting Minutes

WOODHOUSE PARISH COUNCIL
and
King George’s Field Charity, Woodhouse Eaves
[Charity No. 1087273]
Minutes of a meeting of the Finance Committee
held virtually by Zoom
on Monday 14th September 2020 at 6:45pm

Present:

Mr P Searancke – Chair
Mr J Holme

In attendance:

Mrs E Rowley – RFO
Mrs E Crowe – Clerk to the Council

Note: The meeting was not quorate so all decisions to be approved at next Parish Council meeting on 5th October 2020.

1. APOLOGIES FOR ABSENCE

Mr L Pole, Mr R Thomas

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF THE MEETING ON 30th APRIL 2020

The Minutes were confirmed and signed at the full Council meeting on 28th May 2020

4. PARISH COUNCIL

YEAR END ACCOUNTS 2020/21 & BUDGET FORECAST

Expenditure is forecast to be over budget at year end, due in part to a change in accounting for salary and also increased daily cleaning of the public toilets. However, the impact will be lessened with receipt of a new grant for the Neighbourhood Plan and a pending insurance claim for the Bull's Head.

Recommendation 1: The Council considers and approves the updated Wish List

5. KING GEORGE’S FIELD CHARITY

YEAR END ACCOUNTS 2020/21 & BUDGET FORECAST

Expenditure is forecast to be well under budget by year end, as importance is placed on not extending spending too much in this period of uncertainty. There has been no income from the halls so far this year and with only a small number of regular groups re-booking, lettings income will fall by 75% this year. However, a grant from Charnwood Borough Council and rent from the finished Village Hall House will help, resulting in combined income for the Parish Council and KGV Charity coming in on budget.

In conclusion, the combined carried forward figure at year end 31st March 2021 is expected to be around £72,000, a fall of less than £5000 year on year. However, this represents only 45% of annual running costs and it is recommended to keep at least 75% in reserve. Therefore, it is recommended to remove the allocated funds in the budget that have been put aside for resurfacing the car park and improving the sports field.

6. KING GEORGE'S FIELD CHARITY – LETTINGS REVIEW

Inflationary adjustments to be made on the 1st January each year. A 10% increase on hourly rate with a minimum of 2 hour bookings too to be implemented on the 1st Jan 2020.

Recommendation 2: The Council to approve the new booking conditions and charges

7. AUDITORS

[a] To note that the 2019-20 external audit report has not yet been received. When it is, the audited Annual Return will be published on the Council website.

[b] To consider appointment of an internal auditor and any instructions.

Recommendation 3: CKH Accounts to be appointed as the internal auditor for 2020/21 accounts.

8. ANNUAL DONATIONS

[a] Burial ground donations increases for 2021.

Donations for St Pauls & St Mary's churches will remain the same.

A donation of £100 to be given to Charnwood Mayor's Annual Charities.

Recommendation 4: The Council to approve the above donations

9. ANY OTHER BUSINESS TO NOTE FOR FUTURE AGENDAS

[a] Project Management of the new Community Building

To be completed by an external provider.

10. DATE OF NEXT MEETING

Monday 23rd November 2020 at 6:45pm

Meeting closed at 9.00pm

CHAIR

Appendix 1 – Wish List updated at Financial Committee meeting on 14th September 2020

What		Estimated £	Why?
COUNCIL ITEMS			
Public loos		tbc	Enquire re plaster
Car park	Resurface	-	CBC due to complete works
KGV ITEMS			
Annexe		tbc	Project Manager for new building
Noticeboard			Really nice signage notice board with 'You are here' and a map showing where the Pavilion, Sports Field, Cricket Pitch, Children's Play Area, Tennis Club, Teenage Games court, Public Toilets are
Caretaker's House	Maintenance	£1000 per year	Budget to keep up with maintenance
Village Hall / KGV	Vacuum cleaner		A Henry hoover for the village hall and KGV
Parish Office	Desktop Computer & Printer	£1000	Install Office 365 SharePoint so staff can share certain folders
Playing field	Tree Maintenance	tbc	Trees cut back along the field
Play Area		£4000 in budget will make up to £5000 (£1k per annum)	Upgrade equipment and add additional equipment
Village Hall	Roof Inspection		Flat roof inspection required by insurance company