

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF  
ARTHURET PARISH COUNCIL HELD ON 29<sup>th</sup> OCTOBER 2018 AT  
7.00p.m. IN THE COUNCIL ROOMS**

DRAFT

**Present**

Cllrs Sir JFS Graham, G Routledge, M Gunson, C Adams  
C Johannsen

**Apologies Minute No  
272**

Apologies and reason for absence were received from Cllrs M  
Gardner and S Winthrop

**Declaration of  
interest Minute No  
273**

.There was no declarations of interest by councillors.

**Notification of  
conclusion of audit.  
Minute No 274**

The Annual Return and certificate for the audit for the year ending 31<sup>st</sup> March 2018 was presented to, approved and accepted by the council. Noted 1 issue was raised by the external auditor. "Information received from the smaller authority indicates that cancelled cheques are included in Section 2 box 3 of the prior and current year's income. Cancelled cheques should be deducted from the relevant category rather than being treated as income". Except for this matter on the basis of review of Sections Proper Practises and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

**SLCC Legal  
information Minute  
No 275**

The clerk reported on 2 issues brought to the attention of clerks by SLCCs Legal Advisor at the SLCC Regional Training Seminar at Darlington on 19<sup>th</sup> September.

1. It is not legal for a parish council to pay for grass cutting of a churchyard, as stated in 1894 LGA. The clerk had taken further advice from CALC as well as researched whether there were other ways the parish council could assist the church. A meeting was arranged by the chairman on 30<sup>th</sup> October to meet with a member of Arthuret Parochial Church open dialogue on this issue. It was agreed this would be addressed further in the near future before any decision was taken on future grants being made to APCC. Clerk to seek clarity on guidelines of Localism Act criteria, in particular the specification on elected councillors being elected opposed and unopposed.
2. Chairmans allowance if aid in a lump sum is taxable.

**Internal control and**

The risk assessment documentation was considered and reviewed.

review of risk  
assessment Minute  
No 276

Following discussion councillors agreed the documentation displayed an effective measure of internal control.

Salaries and wages  
Minute No 277

Recommended there be no increase in wages and salaries. The clerk was paid in accordance with the conditions laid down by NALC/SLCC. Agreed to remain on Spinal column 33 of the pay scale revised April 2017.

Agreed there would be no increase in Council Rooms cleaner//caretaker and riverside cleaner payments. Current payments were above the minimum hourly rates. It was proposed that a review of Job Descriptions be carried out before 1<sup>st</sup> April 2019.

Tenders  
Minute No 278

Sealed tenders received for the following works for 2019/2020  
The following recommendations were made.

**GRASSCUTTING**

S Nicholson £2,400.00

CGM Colville £3,184.00 p

Following discussion a vote was taken by a show of hands with 3 in support of S Nicholson, 2 supporting CGM Colville. Recommended S Nicholson awarded the contract. It was agreed Cllr G Routledge meet with the successful contractor prior to the start of the grass cutting season and get a guarantee that the playing field will be cut to the specified amount of times s per tender.

**PLANTING OUT, WATERING, MAINTENANCE OF FLOWER BEDS, HANGING BASKETS AND TUBS**

K Murchison £2.100

CGM Colville £4,872,00

Recommended K Murchison awarded the contract.

**PLAYING FIELD LOCHINVAR SCHOOL SITE**

Longtown FC £1,300 awarded the contract. There were no other tenders received.

**SPRAYING AND GRASSCUTTING UNDER SEATS**

CGM Colville £796.00

S Nicholson £600.00

Recommended S Nicholson is awarded the tender.

**TREES**

CGM Colville £2,387.00

K Murchison £1,400.00

Recommended K Murchison awarded the contract.

It was agreed all works be more closely monitored to enable any issues being addressed

Community Grants

The annual Community Pot for allocation by the parish council from

**for 2019/2020**  
**Minute No 279**

the Beck Burn Wind Farm was £5017.00. Noted this pot could also be accessed by the parish council for projects that meet the funder's criteria.

- A request received from Longtown Bowling Club was read out and it was recommended a grant of £200 given to pay for
- Longtown Businesses requested a grant towards the cost of holding a Christmas Market with craft stalls in Esk Street on 2<sup>nd</sup> December. It was recommended a grant of £400 given to wards the overall cost of the event.

An update was given on remaining balance and funding remaining for allocation.

**Insurance Minute**  
**No 280**

Noted the council would be in the final year, of a fixed 3 year agreement with Zurich Municipal. In 2019/220.

**Hire charges Council**  
**Rooms**  
**Minute No 281**

Agreed to recommend an increase in the room hire charge to £10 per hour for local community group and £12 for business hire. Noted there had been no increase for a long period and the increase was in line with other venues in Longtown hourly rates. The clerk reported Longtown Brownies had confirmed weekly hire of the Council Rooms from November.

**Projects outstanding**  
**Minute No 282**

The following projects were outstanding with funding in place to complete.

- St Michaels Well renovation work was almost completed.
- Following consideration it was proposed the Installation of 3 Speed indication Devices would be sited
- 1. A7 entrance to Longtown going north
- 2. A6071 entrance to Longtown.
- 3. Moor Road

The clerk had made Cumbria County Council Highways aware of this project that were supportive and would provide guidance on gaining permission to site them on the highway and advise on the appropriate location.

- Heritage project was progressing slowly.
- 

**New Projects**  
**Minute No 283**

Following discussion it was recommended the following projects be considered to take forward in 2019/20.

- Riverside improvements, to include formation of a new footway behind the play area at the riverside to the parish council boundary.
- Play provision improvements at The Square.
- Festive celebrations, to include leasing the solar powered trees and senior citizens Christmas Party.

- Painting the exterior of the Council Rooms and purchase and erection of a flag pole to the frontage.
- Provision of recreation equipment for the older youths on the redundant site between Old Road. / Lochinvar Close. This project would be funded partly from the Section 106 funding from Gleeson as a condition of planning approval to build 100 new homes between Briar Lea Court and Old Road. Consultation to take place with young people before any decisions taken on what would be provided.