

A meeting of the **Finance, Policies & Assets Management Committee** took place at the Old School, Vicarage Lane, Colerne on 1<sup>st</sup> March 2016 at 7.30pm. The following members were present:

**IN THE CHAIR:** Mrs J Bradburn (JB),

**PRESENT:** Mr R Child, (RC) Mr G Brain (GB), Mr T Hall (TH), Mr P.Jobbins (PJ), Mr G Thomas (GT),  
Mr R Tonge (RT), Mrs C Walker (CW)

In attendance Miss G.A.Gill Clerk,

19	<b>To receive and accept apologies for absence.</b> Mr M Harvey(MH), M.Miller on secondment.	
20	<b>Declarations of Interest</b> - None	
21	<b>Public Question Time</b> - None	
22	<b>To approve adopted Minutes of the Finance, Policy and Assets Management Committee meeting held on 12<sup>th</sup> January 2016</b> - Proposed as a true record by RT and <b>APPROVED</b>	
23	<b>Policies &amp; Procedures</b>	
23.1	<b>Corporate Plan</b> - JB To Make recommendations to full council budgets for the following projects – projection over three years with allocated finance. Council agree that all matters raised by the Parish Plan 2020 had been addressed anything remaining was out of the Parish Councils hands.	
23.2	<b>Sports Road Map</b> – GB explained that the road map had been put together to assess the demand for a new pavilion. Existing sports at the Recreation Ground amounted to Junior football plus proposed table tennis and boules. With limited grounds to accommodate the growing junior football and to permit Cricket to be played, it was questioned whether there was a need for a new pavilion. Unless the field on the corner of Bath Road and Cleaves Avenue could be purchased or the allotments moved and re-sited then there was not enough evidence to consider a new pavilion. Sustainability would also be another problem as very little revenue comes from sport. A new pavilion would have to have dual usage. It was suggested that other parish councils be asked how they manage their pavilions.	GB
23.3	<b>Walmesley Memorial Garden</b> – Awaiting confirmation of date and time of meeting to view the Gardens from W.Woolfe	
23.4	<b>New &amp; Resurfaced Footpaths</b> – Wiltshire Council had informed the Clerk that there were no funds in the 2015/16 or 2016/17 budgets for work on footpaths. Clerk will speak with the Parish Steward about the tree roots on the Martins Croft footpath. Regarding the Green Lane footpath from the C151 to the Recreation Ground Greenways to be contacted by the Clerk and requested to requote using scalplings. The Area Board Issue Sheet requesting a footpath from the existing path on the C151 to the entrance of the Rugby Club to be closed.	GG
23.5	<b>Yellow Lines Review</b> – The survey for the removal of yellow lines near the Public Conveniences and opposite the bus shelter in the Market Place prove this to be not viable. Allocated funds to be transferred to Highway's general funds.	GG
23.6	<b>Chairman's Report for Corporate Plan &amp; APM</b> – Reminder for Reports to be ready for year end audit.	JB
24	<b>Governance Spot Checks</b> – It was <b>suggested</b> that Governance should be placed under the Personnel Committee. <b>APPROVED</b>	
25	<b>Responsible Person for Buildings (Fire &amp; Safety Requirement)</b> – Following the Fire Risk Assessment a trained Responsible Person for the Old School, Pavilion and Public Conveniences should be in place by the end of March. It was suggested that more than one person should be appointed and the fireman in the village be approached. GB/CW volunteered to take on this task.	CW/GB
26	<b>Implementing Deadlines for Actions Undertaken</b> – Allocating a reasonable timescale for completion of task should be shown on the Rolling Action List.	GG
27	<b>Finance</b>	GG
27.1	<b>To Receive updates to Financial Regulations</b> – Public Contracts Regulation 2015 and Procurement amendments to the current Financial Regulations to be carried out by the Clerk.	
27.2	<b>To Receive update on Standing Orders:</b> As with above item	
28	<b>Asset Management</b>	GB
28.1	<b>Old School</b> Plans for Bins & Bikes Storage at Old School Update – TH/GB (deferred 2.12.14) GB to provide costings for this work. Exhibition /Party Decoration rail/hooks in Middle Hall – JB – Still to be completed.	JB
28.2	<b>Pavilion</b>	GG

	<p>Maintenance and Cleaning – A new meter to be installed by Eon. Internal keys to the Pavilion still not to hand from Colts. Clerk to chase.</p> <p>There being no further business the meeting closed at 9.38pm.</p>	
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