

# **Malvern Wells Parish Council**

## **Minutes of the Finance and General Purposes Committee Meeting held on Thursday April 21<sup>st</sup> 2022 at 7:30pm at Malvern Wells Village Hall Committee Room.**

**Residents comments** – there were none in attendance.

### **Present**

Cllrs. B Knibb, H Burrage, T O'Donnell (chair), C O'Donnell

### **In Attendance**

Mrs S Hart (Clerk)

### **1. Apologies**

Apologies were received by Cllrs K Wagstaff, D Preece and P Stanier

### **2. Declarations of Interest**

- a) **Register of Interests: there were none.**
- b) **Disclosable Pecuniary Interests: there were none.**
- c) **To declare any Other Disclosable Interests in items on the agenda and their nature: there were none.**
- d) **Written requests for the council to grant a dispensation: there were none.**

### **3. Minutes**

a) The minutes were **agreed** as an accurate record of the meeting held on January 13<sup>th</sup> 2022 and signed by the Chair.

### **4. Budget**

- a) The final quarterly budget was received. It was noted that there was underspend on the Assarts Road playground project which was not undertaken this year. Council decided (in February 2022) not to prioritise the project in 2022/23 until other higher priority projects are completed. It was noted that if a councillor wished council to consider changing this decision that it would need to be put forward to council as a future agenda item. See Annex A.

### **5. Asset register**

- a) The asset register was reviewed and updated. Clerk to double check the quantity of defibrillators checked by the outdoor contractor and to the chapel store for the quantity and colour of gazebos.

### **6. Missing regalia**

- a) It was noted that the missing regalia has been found by the chair of the council.

### **7. Insurance**

- a) The insurance cover was reviewed and it was **agreed to recommend to council** that we renew with BHIB for £1,882.24 to include a free Parish Online licence which can be used by the NDP and for asset management.
- b) It was **agreed to recommend to council** that the chapel (and any other asset classed as a building) be re-evaluated for insurance purposes.

## 8. Scout hut lease review

- a) It was **agreed to recommend to council** that the lease period be changed from 30 to 25 years, and that the remaining conditions be recommended without change. It was **noted** that it costs the scout group £600 each time the lease is renewed. See Annex B.

## 9. Grant and donations

- a) It was discussed that there is a difference between grants and donations. The clerk has prepared a donations policy which has been reviewed by Worcestershire CALC (but wasn't completed in time to go out with the F&GP agenda); it was **agreed that this should be brought to council for consideration** instead of the next F&GP meeting.
- b) It was **agreed that no changes be made to the grant application form** pending the council's decision on the donations form and policy.

## 10. Cemetery fees

- a) It was **agreed to recommend to council** the proposed cemetery fee increase. See Annex C.

## 11. Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 members of the public and press are required to leave the meeting due to the confidential nature of the following items.

- a) It is recommended that the Finance and General Purposes Committee **resolve** to exclude the public and press.

## 12. External contracts annual review recommendations to council

- a) To approve the setup of MWPC dedicated email, PO Box (£300) and phone number (cost to be confirmed) for all cemetery enquiries.
- b) To approve the setup of a shared document area for all electronic cemetery documents to ensure they are stored securely and are accessible by the council.
- c) It was noted that the ledgers are stored in a fire proof safe and it would be sensible to make arrangements for the council to have access to those documents if circumstances arose which meant the BGM was unable to access them.
- d) To note the BGM will now create 'paid invoices' for cemetery clients who pay prior to invoicing so that there is an audit trail for all cemetery income
- e) The content and setup of the contracts was discussed and it was noted that further enquiries need to be made by the clerk before recommendations can be made to council.
- f) The contractor hourly rates for 2022/23 were reviewed and recommendations agreed for council.

13. The date of the next meeting was confirmed as 13<sup>th</sup> July 2022.

There being no further business the meeting concluded at 9:20pm.

<b>Malvern Wells Parish Council</b>				
Budget report from 1-Apr-2021 to 31-Mar-2022 (figures exclude VAT)				
<b>Payments</b>				
		<b>Period</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Explanation for new variances over £200 since Q2</b>
<b>Administration</b>				
Salaries, PAYE, Pension and NI	26,305.51	28,242.39	-1,936.88	Overtime and uplift backdated to April 2021.
Burial Ground Manager	4,560.00	5,013.76	-453.76	
Data protection	50.00	40.00	10.00	
Insurance	1,750.00	1,519.91	230.09	
Training	1,000.00	710.00	290.00	
Newsletters/Wells News	3,396.00	2,673.28	722.72	
Bank charges	100.00	120.41	-20.41	
Website/Email hosting	225.00	224.47	0.53	
Audit and Payroll Fees	1,800.00	695.83	1,104.17	
W/CALC Subscription	1,186.56	1,007.92	178.64	
Office Admin and Travel	1,250.00	1,552.22	-302.22	
Legal Fees/Valuations Land	66.00	0.00	66.00	
Meeting costs	350.00	363.41	-13.41	
Chairman's Allowance	250.00	0.00	250.00	
Members expenses	150.00	0.00	150.00	
Miscellaneous Payments	0.00	2,517.99	-2,517.99	
<b>Total Administration</b>	<b>42,439.07</b>	<b>44,681.59</b>	<b>-2,242.52</b>	
<b>Maintenance</b>				
Cemetery Labour and Maintenance	12,500.00	11,716.27	783.73	
Gas supply	5,392.00	5,135.52	256.48	
Gas Lamps maintenance	7,250.00	352.00	6,898.00	
Grass cutting	3,300.00	3,300.00	0.00	
Playground safety Inspection	100.00	93.00	7.00	
Tree surgery	1,000.00	0.00	1,000.00	
Lengthsman	2,500.00	3,166.46	-666.46	
Open spaces maintenance	4,000.00	3,255.28	744.72	
Parish Assets (bus shelters, bins etc)	500.00	110.35	389.65	
Jubilee Garden	250.00	0.00	250.00	
<b>Total Maintenance</b>	<b>36,792.00</b>	<b>27,128.88</b>	<b>9,663.12</b>	
<b>Projects and Events</b>				
Neighbourhood Plan	15,000.00	9,138.00	5,862.00	
Gas Lamps painting/refurbishment	5,100.00	0.00	5,100.00	
Fete	4,450.00	3,349.55	1,100.45	
Carol concert	250.00	371.50	-121.50	
Remembrance	90.00	225.09	-135.09	
Christmas trees/lights	725.00	670.00	55.00	
Fruitlands Land All Saints	6,000.00	8.00	5,992.00	
New website	2,000.00	0.00	2,000.00	
Assarts Road Play Equipment	20,000.00	0.00	20,000.00	
Noticeboards	1,500.00	0.00	1,500.00	
<b>Total Projects and Events</b>	<b>55,115.00</b>	<b>13,762.14</b>	<b>41,352.86</b>	
<b>Grants and Donations</b>				
Section 137 Grants	2,000.00	0.00	2,000.00	
Community grants	2,000.00	2,000.00	0.00	
<b>Total Grants and Donations</b>	<b>4,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	
<b>Total Payments</b>	<b>138,346.07</b>	<b>87,572.61</b>	<b>50,773.46</b>	
<b>Receipts</b>				
	<b>Budget</b>	<b>Period</b>		
		<b>Actual</b>	<b>Variance</b>	
<b>Precept</b>				
Parish Precept	84,248.72	84,248.72	0.00	
<b>Total Precept</b>	<b>84,248.72</b>	<b>84,248.72</b>	<b>0.00</b>	
<b>Grants and Donations</b>				
NDP Grant	15,000.00	0.00	15,000.00	
Lengthsman Scheme WCC	2,947.35	3,038.34	-90.99	
County or District Contributions	1,000.00	0.00	1,000.00	
<b>Total Grants and Donations</b>	<b>18,947.35</b>	<b>3,038.34</b>	<b>15,909.01</b>	
<b>Other Receipts</b>				
Bank Interest	400.00	11.92	388.08	
Cemetery	3,780.00	7,390.00	-3,610.00	
Fete	900.00	1,515.52	-615.52	
VAT Repayments	0.00	0.00	0.00	This hasn't come in yet and the last one came before the start of this financial year.
Miscellaneous Receipts	0.00	109.04	-109.04	
<b>Total Other Receipts</b>	<b>5,080.00</b>	<b>9,026.48</b>	<b>-3,946.48</b>	
<b>Total Receipts</b>	<b>108,276.07</b>	<b>96,313.54</b>	<b>11,962.53</b>	
<b>End of year virements</b>				
Description	Amount	Recommendation		
Cemetery equipment	2258.64	Allocate expenditure to cemetery; Vire funds from cemetery equipment reserves		
Mobile Phone and peripherals	73.27	Allocate expenditure to Office admin and travel; Vire funds from Wells News balance 722.72		

## **Annex B**

**April 21<sup>st</sup> 2022**

**F&GP Recommend the following council parameters for the lease to the scouting association for the Scout hut land. These parameters are based on the original lease from 1980 – the only recommended change being the lease period changing from 30 to 25 years.**

25 year lease instead of 30 years (NB. It costs the scouts £600 to renew the lease)  
£52 a year, payable annually in advance, reviewed at 10 and 20 years, within 30 days of lease start date

If rent in dispute to set the rent at market value for playing field land in the month before the 11th and 21st years

No rights of access to light or air regarding adjacent/neighbouring land

### **Tenant agreements:**

To pay rent as proposed

To use the land and building for Scout activities only

To pay all associated taxes, running costs and outgoings in respect of the land and building

To repair and keep in repair the land and building together with boundary fence

Not to sublet the property or part with possession

Not to do or allow anything to create a disturbance

To keep property free from weeds, cut the grass as often as required

Not to extend the building without consent from the council

Not affix signs or posters on the exterior of the building or fence without consent from the council

Upon expiration (or sooner if so determined) to restore the property to it's former state and condition

The tenant (subject to meeting the above conditions) will be allowed to enjoy the premises without interruption from the Council or by any person lawfully claiming an interest in the land

### **Agreement between tenant and council**

Where the details above are determined by the Town and Country Planning Act 1962 neither party will be held liable if the act changes and renders that party in contravention

### **Other**

If the tenant is in breach of any part of the agreement or does not pay rent within 30 days (whether or not legally demanded by the council), the council may re-enter the property without process of law and without prejudice to any right or remedy previously accrued to them

## Annex C

### Malvern Wells Parish Council Cemetery Fees and Charges 2022-23

The fees set out below apply to residents of the civil parish of Malvern Wells.

**Non-residents of the Parish will be charged double fees  
fees in respect of PART 1 Items 1 - 4 inclusive and PART 3 item 1.**

Interment of Cremated Remains **only** will be permitted on a Saturday by particular arrangement and fees in Part 1 (iii) and Part 2 (ii) will be charged **double**.

The fees indicated below, other than in relation to cremated remains, **do not include** the digging or back-filling of a grave

	1st April 2019 £	2.5% increas e £	1st April 2020 £	1st April 2022 £	Gt Malv 22-23
<b><u>PART 1 Interments</u></b>					
i) Purchase of Exclusive Right of Burial (No charge for child under five years)	570	584.25	585	585*	504*
ii) Purchase of Cremated Remains Grave	290	297.25	300	300	200
<b><u>Interment of cremated remains in:</u></b>					
i) a cremated remains grave	205	210.125	215	215	200
ii) an existing burial grave	105	107.625	110	215	200
iii) Garden of Remembrance <b>including</b> brass plaque	310	317.75	320	340	143 + plaque cost
<b>Part 2</b> <b><u>Other Fees</u></b>					
i) For the transfer of an exclusive right of burial	110	112.75	115	115	89
<b>Part 3</b> ii) For the use of the Chapel per interment	95	97.375	100	100	74
<b><u>Existing Graves</u></b>					
i) For an interment in a purchased burial grave (per person)	205	210.125	215	250*	355 sg/431 db* 383 to re-open
<b><u>For the right to erect or place on a purchased grave an approved:</u></b>					
i) Headstone	110	112.75	120	120	118
ii) Plaque	45	46.125	50	52	n/a
<b>Part 4</b> iii) Additional inscription	75	76.875	80	82	n/a
<b><u>For the right to have placed in the Garden of Remembrance</u></b>					
i) Brass Plaque on provided kerbing (6" x 4") NB Headstones are <b>not</b> allowed in this area	205	210.125	210	210	n/a

For any circumstances not covered by the fees elsewhere, the sum to be determined by the Clerk of the Council in consultation with the Chairman of the Finance & General Purposes Committee and Members of the Cemetery Working Group

NOTES		sg	dbl
* Starred items should be added together to show an usual combined cost	585	504	504
Orange column shows proposed changes	250	355	431
Pink column is Great Malvern Cemetery fees wef 1st April	<u>835</u>	<u>859</u>	<u>935</u>

Signed.....

Date.....

DRAFT