

# TACOLNESTON PARISH COUNCIL

Minutes of Tacolneston Parish Council meeting as  
sole trustee of the Tacolneston and Forncett Recreation Association  
held in the Village Hall at 7.00 pm on Wednesday 20<sup>th</sup> June 2018

Present: Cllrs B Spratt (in the chair), Cleary, McClenning, Manning, Darrell, Gulliver

In Attendance : Clerk & RFO : Mrs HG Hammond  
2 members of the public

## Introduction

The Chairman welcomed all to the meeting and thanked them for their attendance.

1. **Apologies for absence** Cllr D Maginn, District Councillor B. Duffin T18/12
2. **Declarations of interest and requests for dispensations (previously notified to the clerk) from members on any items to be discussed.** None T18/13
3. **Approval of minutes from previous meetings**

The Clerk reported that the minutes from 27th September had actually been approved and signed on 18th October 2017, the minutes from 30th October 2017 had been approved and signed on 15th November 2017, and the minutes from 17th January 2018 had been approved and signed on 2<sup>nd</sup> February 2018.

The minutes from 18th April 2018 were approved. All in favour. T18/14

4. **Report from the Recreation Centre Committee**

Cllr Manning stated there was nothing to report from the Recreation Centre Committee however, a general discussion took place on the need to understand the different accounts and roles and responsibilities of each account.

It was also discussed that the contract held with Tops Garden Services should be looked at regarding the need for quick/emergency grass cuts. T18/15

5. **Bank Accounts**

### a) The Sole Trustee Only – TAFRA Account

It was discussed and agreed that the funds in the Unity Trust account should be moved into the Barclays Account which would remain as the main account and then the Unity Trust account should be closed.

It was agreed that £5482.00 should be moved from Unity Trust into the Barclays A/C (Business Premium - ending 4289) which currently has a balance of £1.13. This was proposed by Cllr Darrell and seconded by Cllr Manning. All in Favour.

It was agreed that £4402.00 should be moved from Barclays A/C (Community - ending 3712) which currently has circa £15k, into the Barclays A/C (ending 4289) which would bring that balance to circa £9885.13.

For Clarity the £4402.00 was from fund raising and Tesco's.

This was proposed by Cllr Darrell and seconded by Cllr Manning. All in Favour

### b) Recreation Centre Committee

The Question was asked did the accounts for the Sole Trustee and the Committee have to be filed together to the Charity Commission (10 months after year end). The Clerk was to seek advice on this. The Clerk did however, confirm that advice given

Signed.....

BSN

Dated.....

17 10.2018



was clear that the Sole Trustee accounts were separate to the Parish Council accounts and were not to be filed together.

Also some urgent attention was required to locate the 'accounts' and bring them up to the required standard in preparation for the filing date.

**c) The Statement of Account at 31/03/2018**

As discussed and agreed at section a)

**d) Payment of Outstanding Invoices**

The payment of £90.00 for the radiator inspection was approved for payment.

The Clerk confirmed that no payment was required for E-on as it had been paid by Direct Debit. **T18/16**

**6. Discussion and Agreement of Phase 2 of the Park**

Cllr Manning had liaised with Sutcliffe Play for the Twin Peaks Equipment but with a reduced area of safety flooring (but which still complied with regulations) in order to bring the cost down to £11,036.46 (exc. VAT)

It was agreed that as the VAT would be reclaimed at the next VAT return, there would be a shortfall of circa £2k needed to be met from the PC.

The Clerk would need to arrange addition to the Asset Register and with the Insurance Company.

It was agreed in principle that the equipment and flooring at a cost of £11,036.46 should be ordered for installation and any shortfall be made up from Parish funds. Proposed by Cllr McClenning and seconded by Cllr Gulliver, (agreed to be ordered in Green). All in Favour. **T18/17**

The time frame for the installation of the new equipment was agreed to be deferred until after the School Holidays

**7. Consideration of Donation request from Sole Trustee towards Phase 2 of Park**

As discussed and agreed at Item 6. **T18/18**

**8. Request of Assistance to Recreation Centre Committee for carpark repairs and removal of relevant Tree's/Stumps**

Cllr Spratt left the room.

The tree stumps along the fence in the carpark need removing as they are an eyesore and prohibitive to the maintenance of the fence. There are also some saplings and overhanging branches that potentially in the future could cause issues with buildings/gas tank.

Cllr Manning stated that there had been 2 offers to action these issues and generally tidy up the carpark at no cost.

The Tree Warden and some Councillors left the room to look at tree's on the boundary which may be affecting crop yield. On return, The Tree Warden's recommendation was to take out every other tree to alleviate the problem.

Cllr Cleary proposed that The Tree Warden identify marking which tree's should be removed, and quotes should be obtained from qualified Contractor's for the removal of said tree's, the removal of the stumps in the carpark should be deferred to the next meeting, and a quote for a quantity of gravel to make good the carpark also be obtained (7-10 tonnes estimated). Cllr McClenning seconded. All in favour. **T18/19**

**9. Discuss the possibility of a Working Party for roles, responsibilities, policies and procedures, and financial regulations within the Sole Trustee only.**

It was agreed that the current Working Party with undertake this. **T18/20**

Signed.....

B Spratt

Dated.....

17.10.2018

**10. To discuss and Agree Proposal from the Working Party regarding the Constitution**

The Working Party confirmed that the relevant documents to change the Constitution currently lodged with the Charity Commission have now been identified and filed.

Cllr Cleary proposed, Cllr Spratt Seconded. All in favour **T18/21**

**11. Confirm the next meeting scheduled for 7pm – 15th August 2018**

It was agreed that the August meeting should be cancelled, the next meeting will be 17th October 2018.

Items for the next Agenda – Look at the Tops Garden Services Contract. **T18/22**

**Meeting closed at 8.14pm**

Signed.....B Spratt.....Dated.....17.10.2018.....