

## Landewednack Parish Council

Minutes of the Asset Management & Finance Committee Meeting held on Tuesday 22<sup>nd</sup> October 2024, 7.30 p.m. at Landewednack Community Primary School

**Present:** Cllrs B Kessell (BK), A Singleton (AS), N Rowe, (NR), A Lamb (AL).

**In Attendance:** The Clerk

**24/25 - AMF 1 Election of Chair:** To elect a Chair for the Committee  
It was **Resolved** to elect Cllr A Singleton as Chair

**24/25 - AMF 2 To receive and accept apologies:**  
Apologies were received from Cllr Legge

**24/25 - AMF 3 To receive Declarations of Interest:** To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda

AS Declared personal interest re The Clerk.

**24/25 - AMF 4 Public Participation:** To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item.

There were no members of the Public present.

**24/25 - AMF 5 Budget Report:** April – October 2024:

Cllrs went through the budget report in detail and discussed projects undertaken and in progress, and those for which funds are reserved.

**24/25 - AMF 6 Budget 2024/25:** The Clerk to report on the current budget. Cllrs to consider any recommendations to the Council re changes in the budget.

The Clerk had prepared a report setting out the projected outturn for the year end. Cllrs went through the report in detail. It was **resolved** to vire funds from Administration and Grants to Repairs and Maintenance and to Groundworks. The revised current budget to be presented to the Council when considering the budget proposals for 2025/26.

**24/25 - AMF 7 Internal Audit 2024/25:** To consider arrangements for the Internal Audit 2024/25

It was **agreed** to re-engage the existing internal auditor for 2024/25, if available.

**24/25 - AMF 8 Community Infrastructure Levy:**

Cllrs discussed the CIL Funds received and anticipated being available and the criteria for their use. Criteria information to be circulated to all Cllrs. Suggested allocation of funds to playground repairs and bench replacement, or for the installation of CCTV in areas where vandalism has been prevalent.

**24/25 - AMF 9 Bank Accounts and the Investment of Reserves:**

A new deposit account has been opened with Lloyds Bank and it was recommended that a further amount be deposited into this arrangement.  
The Lizard Post Office will close on 4<sup>th</sup> December. Similar facilities are available in Mullion and Ruan Minor. Investigations are underway to source a collection machine to take online payments. This may impact upon the bank charges because Lloyds are imposing current account charges when there are over 100 transactions per month, with an initial 70% discount.

**24/25 - AMF 10 Toilets:** To consider any action required in 2025/26

The Parish Council intends to keep the accessible toilet open from November until the start of new season in 2025 when the full toilet block will reopen. It was **agreed** that ongoing maintenance work

Signed.....Date.....

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will be completed on the main toilet facilities in the meantime. This will include the replacement of the older style taps to improve efficiency.

- 24/25 - AMF 11 Cemetery:** To consider any action required in 2025/26
- Quotations are to be obtained to create a remembrance area for smaller plaques. The new record system has been completed. The Terms and Conditions are to be updated.
- 24/25 - AMF 12 The Green:** To consider outstanding issues relating to the Green and any action required in 2025/26.
- A schedule of work for future seasons, as previously agreed by Council continues. The contractor has been on site recently to assess, and recommended work approved by full Council on 10<sup>th</sup> October 2024. The Small Green has now been roped off to prevent further damage. The remedial work is funded by donations received.
- 24/25 - AMF 13 Asset Register:** To report upon progress updating the Asset Register and set a target for completion.
- Updates to the register continue as new assets are obtained, and old assets decay. A complete registration system is in progress although illness delayed this work. A target date of 31<sup>st</sup> March 2025 was set for the completion of this project.
- 24/25 - AMF 14 Repair and Maintenance Plan 2024/25:** To agree a plan to maintain the Assets on the Register
- It was **agreed** that the information required for this will be compiled as part of the asset register update and progress and results will be brought to The Council as this develops.
- 24/25 - AMF 15 Recreation Ground Trust:** To consider action required in relation to the Recreation Ground Trust
- Quotations have been received for the proposed replacement of the Pea Gravel and removal of the fence around the children's playground. Recent safety reports have indicated that there is mistreatment of the area. Replacement of some items may be prudent as part of the project, and this should be considered. The original plans are therefore on hold.
- Terms and Conditions of the area are being prepared and legal advice in relation to the lease will be obtained. Grants for the play equipment are to be investigated.
- 24/25 - AMF 16 Budget 2025/26:** To consider a draft budget for 2025/26.
- The Clerk circulated a draft budget, and the Cllrs went through this in detail. It was **Resolved** that the proposed budget, with agreed amendments be presented to Council for consideration in November.
- 24/25 - AMF 17 Precept 2025/26:** To consider a proposal to Council re the precept request for 2024/25.
- It was **Resolved** to propose to Council that the precept for 2024/25 remains at £24,500.
- 24/25-AMF 18 Forward Planning:** To establish 1,3- and 5-year plans for presentation to the Council.
- A forward plan will be presented, looking at the installation of alternate payment means for donations, completion of the Affordable Housing project and update to the play area.
- 24/25 - AMF 19 Date of Next Meeting:** To be considered:
- February 2024, Clerk to confirm date.

### Part II

**In accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960 the Press and the Public will be excluded from the meeting when the Council considers Contracts, and legal advice from the Council's solicitors.**

Signed.....Date.....