

Abington Recreation Ground Committee

Meeting No. 219 held on Monday 4th November 2019 at 7.15pm, in the Abington Village Institute, High Street, Great Abington.

Minutes

Meeting began at 7.15 pm

Those present at the meeting were: Louise Patten, Peter Brunning, Dennis Tiplady, Emma Pery, Richard Allum, Charlotte Adams, David Pimblett & Genevieve Dalton.

1. Apologies for absence: Richard Smith. Pennie Zimmern has chosen to resign from the Committee. The Committee formally wished to thank her for the contribution that she had made.
2. Minutes of previous meetings: 3rd September 2019 agreed – PB & RA
3. Matters arising – other than being considered below
4. Treasurers Report

4.1 Finance Report – GD outlined the Finance Report – it was agreed by RA & PB

ABINGTON RECREATION GROUND COMMITTEE: FINANCE REPORT – November 2019

BALANCES

	TOTAL	CURRENT (Treasurers a/c)	DEPOSIT (Instant a/c)
31.10.2019 per statements	£12,744.74	£ 5134.54	£ 8356.83
05.11.2019 (after payments)	£12,538.76	£ 4925.67	£ 8,356.83

4.2 Payments – GD discussed the payments and the Account Summary with the committee – The Payments and Account Summary were formally agreed by – RA& PB

PAYMENTS

Abington Institute room hire July & September	£ 12.00
R Smith reimbursement - Paint & repairs	£ 34.87
Whoopsy Daisy monthly SO October	£ 71.50
M Gutteridge internal audit	£ 150.00
TOTAL	£ 255.98

INCOME To note since last meeting	
Interest September and October 2019	£ 0.69
LAPC Grant part 2	£ 1378.00
VAT refund Q1,Q2	£ 266.70
Total Income	£ 1645.39

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ABINGTON RECREATION GROUND COMMITTEE ACCOUNTS SUMMARY 2019-20					
		Prepared	31 October 2019		
	Month	7		58%	
EXPENDITURE	BUDGET	EXPENDITURE YTD	VARIANCE against plan	% OF BUDGET	Notes
VAT		266.70			
GRASS CUTTING	1,122.00	0.00	-1,122.00	0	invoice awaited
MAINTENANCE/REPLACEMENT	1,000.00	803.46	-196.54	80	
CAPITAL PURCHASES		468.00	468.00		noticeboard
BIN EMPTYING	2,000.00	572.00	-1,428.00	29	budget covered all bins
TREE WORK	1,500.00	100.00	-1,400.00	7	training
SAFETY INSPECTION (ROSPA)	100.00	110.50	10.50	111	budget assumed 5% increase
INSURANCE	840.00	0.00	-840.00	0	
AUDIT	133.00	150.00	17.00	113	additional hours
SUNDRIES	25.00	22.48	-2.52	90	grease gun
HALL HIRE	72.00	60.00	-12.00	83	includes Q4 2018-19
TOTAL	6,792.00	2,553.14	-4,238.86	38	
INCOME					
	BUDGET	INCOME YTD	VARIANCE against plan	% OF BUDGET	Notes
GAPC GRANT	4135	2067.50	-2,067.50	50	invoiced Oct 2109
LAPC GRANT	2756	2756.00	0.00	100	
INTEREST	5	2.41	-2.59	48	planned
OTHER/VAT refund	400.00	430.34	30.34	108	VAT 2018/19 Q3,4 and 2019/20 Q1,Q2
TOTALS	7296.00	5256.25	2,039.75	72	
BALANCES per bank 31.10.2019					
CURRENT ACCOUNT (Treasurers)		3561.34			
DEPOSIT ACCOUNT (Instant)		8,356.83			
TOTAL		£ 11,918.17			

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4.3 2020-21 Budget planning

The draft budget was discussed at length. The Treasurer agreed to update it and send to the Committee.

The pump track design costs are to come out of the 'Recreation Ground Committee funds'.

The Committee agreed not to increase the 2020-21 Precept to the Parish Councils

ABINGTON RECREATION GROUND COMMITTEE 2020-21 DRAFT BUDGET PLAN							
	2019-20 PLAN				2020-21 DRAFT PLAN		
	PLAN	YTD M7	Projected	variance v budget	PLAN	Notes	
INCOME (excluding grants)							
Great Abington Parish Council	4135	2067.50	4135.00	0%	4135.0	no increase	
Little Abington Parish Council	2756	2756.00	2756.00	0%	2756.0	no increase	
Other /VAT	400	430.00	430.00	8%	300.0	depends on purchases	
Bank Interest	5.00	1.72	3.44	-31%	5.0		
Total Income	7296.00	5255.22	7324.44	0%	7196.0		
EXPENDITURE							
Grass Cutting	1122.00	0.00	1100.0	-2%	1122.0	assume worse 2% increase	
General Maintenance & Replacement	1000.00	803.46	1000.0	0%	1000.0	strimming and misc items	
Cost of equipment purchased/capital	0.00	468.00	468.0		800.0	bin for MUGA	
Dog & Rubbish Bin Clearing (Whoopsy Daisy)	2000.00	500.00	930.0	-54%	948.1	assumes 2% increase for dog bins and volunteers	
Tree Work	1500.00	100.00	600.0	-60%	1000.0	reduced	
Annual Safety Inspections							
ROSPA	100.00	110.5	110.5	11%	116.0	assume 5% increase on 2019 actual	
Trees- 3 yrly. Due 2020	0.00	0.00	0.00		500.0	estimate. Next inspection April 2020.2017 cost was £900	
Risk Management/reduction					500.0	NEW LINE	
Insurance	745.50	0.00	710.0	-5%	745.5	due March 2020. Assume 5% inc	
Audit	133.00	150.00	150.0	13%	157.5	assume 5% inc on 2019 actual	
Sundries inc Room Hire							
Room hire	72.00	60.00	84.0	17%	75.6	6 meetings 5%increase	
Other Sundries (expense/reimbursements)	25.00	22.48	35.0	40%	35.0		
Projects							
Pump track prep		0.00	0.0		3200.0	Planning costs. Expecting refund from S106. Cld use reserves	
Fencing		0.00	0.0		500.0	continuing upgrade and repair	
MUGA upgrade		0.00	0.0		0.0	GAPC S106	
New trees					500.0	Part of pump track project cost ?	
Play area		0.00	0.0		0.0	GAPC S106	
Total Expenditure	6697.50	2214.44	5187.50	-23%	11199.7		
INCOME - EXPENDITURE			3040.78	2136.94		-4003.7	
						-803.7 if unallocated reserves used for pump track planning. (£3200)	
Balances							
		01.11.2019	ESTIMATE		opening	year end	
		YTD m7	year end		balances	2020-	
			March		1.4.2019	2019	
			2020				
Balances		12538.76	13850		10579.39	31%	estimate year end balance 31% more than 2018-19
Lloyds - Current Account - 30-97-24 7416749		4925.67			2224.97		
Lloyds - Deposit Account - 30-97-24 0489694		8356.83			8354.42		
RESERVES							
Capital Renewal Earmarked Reserve		2700.00	2700.00				
ALLOCATED RESERVES		2700.00	2700.00		2700		
UNALLOCATED RESERVES		9838.76	11150.00		7879.39		

Insurance Newsletter. Points of note.

- Asset registers. should low value items be included given policy excess of £250.00
- Trees importance of documented inspection and actions based on inspection reports

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4.4 Internal audit.

The Internal Auditor has sent his report – GD and the Committee discussed the Internal Report at length and noted that some recommendations and changes have already been put in place. GD- also discussed the – Action Plan.

GD will continue to advise the committee on the processes that need to be followed in response to the Internal Audit Report

INTERNAL AUDIT REPORT

Detailed Report by Internal Auditor: 2018-2019

Date: 03.10.19

My comments below follow the internal ‘control objectives’ listed on Page 4 of the *Annual Governance and Accountability Return, 2018/2019* for Parish Councils, although I understand the Committee is not required to make a return. For information, I have indicated where, in my opinion, a control objective has not been achieved, even though a return will not be made. It may be useful to refer to the JPAG ‘Governance and Accountability for Smaller Authorities in England: March 2019’

Objective A:

Proper Book-keeping: (Objective not achieved)

The expenditure analysis spreadsheet appears to have been maintained throughout the year accurately, and balanced regularly.

However, the final totals on the ‘Draft Income and Expenditure Account’ may require adjustment.

Comment:

● I calculate the balance to carry forward at 31.03.19 as **£10507.89**. An outstanding payment of £71.50 has been incorrectly added to this balance, rather than deducted from the cash at bank. **DONE**

NB: the line on the Income and Expenditure Account ‘Cash at Bank’ should be changed to ‘Balance carried forward’, and the line ‘Total Funds’ should be changed to ‘Cash at Bank’ (to agree with Bank Reconciliation’).

● The VAT column total on the spreadsheet of £723.06 does not match the total on the Draft Income and Expenditure Account of £729.06 – the discrepancy relates to a VAT credit of £6.00, which should be adjusted in the next VAT claim. **DONE**

Objective B:

(a) Financial Regulations in place and applied:

Terms of Reference were revised in November 2018 and, I understand, have been agreed by both Parish Councils. I note Standing Orders and Financial Regulations follow those adopted by the two Parish Councils.

Comments:

● It was unclear what the threshold was above which three quotations are required for the supply of goods, materials or services. The minutes for the meeting on 26.09.18 state **£150** but the Terms of Reference have **£1000**. I recommend aligning levels with Parish Council Financial Regulations.

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- I recommend giving consideration to publishing the Committee's Terms of Reference on the Abington's website.
- Not all minutes of meetings of the Committee have been published on the Abington's website as stated in the Terms of Reference. The Minutes for March 2019 were missing at the time of writing.

(b) Payments controls

I found that payments appear to be supported by invoice, authorised and minuted.

Cheque payments were made up to November 2018, following which all payments were made by BACS or Standing Order. Supporting documentation for e-payments has been retained.

_____end of Internal Auditors Report_____

5. .Children's play area

5.1 General condition - Good

5.2 Minor repairs to equipment following advice from RoSPA

5.3 Notice Board – The notice board has been delivered and is currently awaiting the opportunity to install the notice Board. It was agreed that the noticeboard would be positioned outside of the Children's Play Area near to the gate.

5.4 Risk Register and Inspection Protocol– LP provided an outline of the 'Risk Register' for the Children's play area. The 'Risk Register' was discussed at length by the Committee and it was agreed that LP should send a copy of the draft 'Risk Register' to all committee members so that everyone could contribute to finishing the document to include: The Children' Play Area, M.U.G.A, Outdoor Gym. LP asked that final comments should be made a week before the next Committee Meeting, so that the document could be completed. Emma Pery took the lead for the 'Inspection Protol and a draft protocol was created in the meeting EP agreed to formally write up the 'Inspection Protocol' document to share at the next meeting.

5.5 Signage required for recreation grounds – With the imminent siting of the new notice board it was agreed that it was now possible to put in place signage and information in key areas around the Recreation Ground and on the notice board.

1 x Metal Sign for Play Area

1 x Metal Sign beside River

1 x Rules and Regulations for whole Recreation Ground.

It was suggested that all members of the Committee should email EP with suggestions of wording for the signs prior to the next meeting. EP agreed to collate the suggestions and research wording from other sources. EP also agreed to investigate signage suppliers so that a decision on the signs can be made at the next meeting.

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6. Multi- sport area

6.1 General Condition – Good. The fallen leaves have been regularly removed from the MUGA by LP and the weeds around the edge are being monitored.

6.2 Painting of Goal area – One goal is awaiting to be painted by RS. RS has replaced the board which has been broken at the bottom of the goal. Painting will take place in the next couple of weeks.

6.3 DT agreed to ask the Football Club for a spare padlock key for the container.

7. Outdoor gym

7.1 General condition – Good – The ‘Outdoor Space Walker’ agreed repair by ‘Fenland Leisure’ to replace ‘Radial Bearings’. Cost: £469.19 inc VAT.

Proposed: PB Seconded: LP

8. Ground Condition

8.1 General Condition – good

8.2 Repair to Picnic Table – The picnic table has been repaired by RS

8.3 Request for Primary School to use Recreation Ground for a Football Match
18.11.19 – Agreed by Committee: Proposed PB Seconded LP

9. Equipment

9.1 New equipment and future planning – S106 Funding. PB asked LP to find out what S106 funds have been released.

10. Pump Track Update Report: AC/PB

Clark & Kent plan update. Clark and Kent have failed to provide a ‘pump track design despite requests. A drafted formal letter was sent to members of the committee prior to the committee by AC. The draft letter was discussed and amended in preparation for it to be sent. It was advised that Mark Carter should give some advice on the wording before the letter.

11. Any other business - none

12. Date of next meeting: Monday 2nd March 7.15pm