



Minutes

Virtual Ordinary Meeting of Chadwick End Parish Council

Held on: Tuesday 12th May 2020 (Online via Zoom)

Place: Online

Present: Cllrs Rob Horsfield (Chair), Jeff Davies and Mike Playdon

In attendance: Kerry Finlayson (Parish Clerk) **Members of the public:** 0

40/20 **WELCOME and APOLOGIES**
Councillors **received** and **accepted** apologies from Cllr Walsh who was taking some time off and Cllr Burrows who had no internet access.

41/20 **DECLARATION OF INTEREST**
There were no interests declared in any item of business on the agenda

42/20 **CONFIRMATION OF MINUTES**
The minutes of the Ordinary Parish Council meeting held on 3rd March were **confirmed** and **signed** by the Clerk on behalf of the Chair.
Proposed Cllr Horsfield Seconded Cllr Davies All in favour

Matters Arising

29/20 20/20 Defibrillator for Chadwick Manor had been delivered to the Chair

33/20 ii. Cllr Horsfield was holding the keys

34/20 ii. No invoice received as yet for drain and gulley clearance

36/20 Cllr Davies had been liaising with Knowle Choir

43/20 **FINANCIAL MATTERS**

i. Payments & Receipts

Invoice	Payee	For	TOTAL
1	A Shirlow	Cleaning	20.00
2	BHIB	Insurance	1,092.27
3	Fortress April	Waste	37.87
4	Fairways April	Grounds/Dog Bins	313.13
5	IPL	Annual Mtce	240.00
6	DM Payroll	Payroll	180.00
7	opus April	Electricity	123.46
8	WALC	Membership	285.00
9	Clerk	Ink	34.95
10	WaterPlus	Water	108.32
11	A Bullivant	Window Cleaning	15.00
12	Fairways Jan	Grounds/Dog Bins	313.13
13	Maintain	Hall Refurb	300.00
14	R Horsfield	Padlock	10.00
15	K Finlayson	Salary	334.56
16	NEST April	Pension	70.00
17	Amazon	Printer	79.99
18	King of Flash	Ink	32.95
19	Clerk	Allowance etc. Jan	39.00
20	Clerk	Allowance etc. Feb-Apr	112.98
21	Fortress May	Waste	61.73
22	opus May	Electricity	68.80
23	Fairways May	Grounds/Dog Bins	353.08
24	Nest March	Pension	70.00

TOTAL £4,296.22

- o 1 additional payment for website renewal was also approved at a cost of £27.75 + VAT

Invoice	Payee	Details	TOTAL
1	SMBC	Precept	6,412.50
2	J Davis	Wine Purchase	20.00
3	K Finlayson	Ink Refund	34.95
4	SMBC	CIL	17,614.34

TOTAL £24,081.79

Proposed Cllr Davies Seconded Cllr Horsfield All in favour

- ii. Bank reconciliation

Accounts balance of £42608.04 with all payments reconciled as of 30th April 2020

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

- iii. Year End

- o Payments & Receipts and Bank Reconciliation

The report was **received** and **noted** and the RFO would now prepare the accounts for audit.

44/20 COVID-19

- o Playground was closed and appropriate notices posted
- o Village Hall closed
- o All regular bookings cancelled
- o No bookings being taken
- o Playground would be jet washed before re-opening
- o Application to be made to SMBC for lost income
- o All government guidelines were being adhered to

45/20 DELEGATED POWERS

No amendments were made

46/20 GRANT APPLICATION

Cllrs discussed the application from the Heronfield Rescue Centre and agreed a grant of £500 as the facility was a great asset to the parish that due to the Covid-19 lockdown was suffering greatly.

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

47/20 ASSET REGISTER

Cllrs received, noted and approved the updated asset register which the Clerk would now publish online and submit to the insurance company.

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

48/20 VILLAGE HALL

Cllrs **received** and **noted** the update report and quotations:

Job 1 £775

Repair holes in existing ceiling. Remove 2 x xpelair fans on gable walls. Fill holes, including air bricks, board and plaster

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

Job 2 £1987

Build stud to ceiling, side and gable wall. Build stud to opening above the bar room. Insulate, plasterboard and skim

Proposed Cllr Playdon Seconded Cllr Davies All in favour

Job 3 £1860

Plaster finish ceiling and walls

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

Job 4 £1622

Prepare walls and woodwork, emulsion and gloss

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

Job 5 £400

Create loft access in bar room ceiling, supply and fit folding loft ladders

Proposed Cllr Davies Seconded Cllr Horsfield All in favour

Job 6 £1480

Replace double internal doors between bar/main room. Replace external fire exit doors near kitchen

Proposed Cllr Horsfield Seconded Cllr Davies All in favour

Job 7 New Lights

Main room new lighting, insets and spots £1820

New storeroom lighting £240

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

Job 8 Electrical repairs:

New ceiling 'tidy-up' £310

Proposed Cllr Horsfield Seconded Cllr Playdon All in favour

Emergency lighting in main room £280

This needed to be reviewed further as a recent emergency lighting check had been passed.

Hire of mobile scaffolding tower £1540

The RFO would seek a better quote and pay for this directly

The Chair would update the refurbishment programme plan as due to CIL money and the unexpected closure of the hall the schedule had changed.

49/20 ITEMS FOR FUTURE AGENDAS

- Playground Refurbishment Plan

50/20 DATE OF THE NEXT MEETING

- Ordinary (Virtual) Tuesday 16th June at 2pm

51/20 CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS

The meeting was closed at 15.27

Proposed Cllr Davies Seconded Cllr Playdon All in favour

Dated: 16 June 2020

Signed:

Clerk Kerry Finlayson - Covid-19