

## Mawsley Parish Council AGM

### Minutes of the Parish Council Meeting held on 7<sup>th</sup> July 2008

**Present:** Cllr. Littler (chair); Cllr. V Cope; Cllr. R. Holland; Cllr. J Hazell; Cllr. S King ; E Cawthorne (Clerk); PCSO Paul Miller; Tim Bellamy

**Members of the public present:** Chris Winter

**07.08.1 Apologies for Absence** Cllr. C. Moreton ; Cllr. R. Barnwell

**07.08.2 Declaration of Interests**

Cllr. Littler declared his position as Director of Mawsley Villagers Association Ltd. (MVA) and a director of The Centre at Mawsley CIC.

**07.08.8 Police matters (brought forward by agreement)**

PCSO Paul Miller reported that June had been a quiet month. Only one crime was reported and there had been no anti-social behaviour. There had been no attempts at shoplifting in the One-Stop, the staff had commented how polite the children were. Cllr. King asked if the hairdressers had been broken it to. PCSO Miller said that they had and that the police believed that it was connected to a spate of break-ins at salons.

**07.08.13 Mawsley Community Fund (brought forward by agreement)**

Cllr. Littler left the meeting and Cllr. Holland took the chair. Chris Winter ran through the document that had been circulated to the councillors (attached to these minutes). The parish council had made a payment of £25,000 in January 2007 to help TCAM for the next six months. TCAM have made this money last eighteen months but may have waited a bit too long to ask for the second part of the agreed grant to be drawn down. Longer opening hours have pushed up staff costs. Recently two or three staff have left, TCAM is now competing with the shop and the coffee shop for staff. The directors have been reluctant to draw down the remaining money, as they want The Centre to become self-financing. Several measures to save money have been used eg locking the thermostats in the rooms so that the boiler can work more efficiently.

Cllr. Holland asked if any councillors had any questions. Cllr. Hazell said that it was not easy to see a correlation between the cost of bar staff and room hire takings, he also asked what the bonuses were that had been paid earlier in the year. Chris Winter said that the bonuses were paid for achieving a sales target. It does seem that the high bar sales months have low staff costs, they are trying to work out why. Recently, the manager has had to run the bar more often as lots of staff have left, this has obviously put costs up.

Cllr. King asked how much of the community fund is left. The clerk replied that there was £75,000 currently unallocated. Cllr. King asked if the sales have reached their highest level because of the coffee shop. Chris Winter replied that they were not competing with the coffee shop for customers but were competing for staff.

Cllr. King asked if it was safe to assume that there would not be a pub in the village. Chris Winter replied that the site was currently for sale at a hugely inflated price.

Cllr. Holland said that the £26,850 had already been approved in January 2007, he proposed that this money be released, this was seconded by Cllr. King. On the matter of the additional £17,255 that TCAM requested, it was agreed that this would be discussed in more detail. Chris Winter left the meeting at this point.

Cllr. Holland said that TCAM should submit quotes from third party suppliers so that it was clear that the best value was being obtained. Cllr. King was happy to leave the decision for a month but asked if people's views would change. He said that it was a difficult decision as he would like to keep TCAM going but was aware that there was only a finite amount of money available.

Cllr. Hazell said that he felt that more councillors should be involved in the discussion, especially as Cllr. Barnwell and Cllr. Moreton had more knowledge of the history. Cllr. Holland also said that the council needed to discuss whether a change of direction was needed in the funding. Cllr. Cope agreed in saying that he did not have a knowledge of the history but that it sounds as if TCAM is further down the line to self sufficiency than they thought that they would be so that is a good thing.

Cllr. Hazell said that he had the feeling that the extra £17,000 was acceptable in principle but that councillors should make a point of considering it more over the next month.

It was agreed that the clerk should minute that the councillors felt that it was acceptable in principle, pending what the other councillors felt at the August meeting. This was proposed by Cllr. Hazell and seconded by Cllr. King.

**07.08.3 Allotted time for members of the public**

None

**07.08.4 Minutes of the previous meeting**

The minutes of the previous meeting held 23<sup>rd</sup> June were proposed by Cllr. Holland and seconded by Cllr. Cope. Not all councillors had received the minutes of the 27<sup>th</sup> May meeting, clerk to circulate and they would be agreed at the next meeting.<sup>th</sup> April 2008 had been distributed. The minutes were proposed by Cllr. Holland and seconded by Cllr. Cope.

**07.08.5 Matters arising from the previous meeting**

|              |               |  |  |
|--------------|---------------|--|--|
| SPCM1.06.6.6 | Cllr Holland  | To review detailed Community Centre documents to establish access points for services. | Cllr. Holland is still awaiting full service access details  |
| 12.06.15     | Clerk         | Write to developers about broken street lights.  | 18 Badgers Lane, 8 Pasture End out, clerk to write to Wimpey |
| 1.07.10.1.3  | Clerk         | Ask Wimpey for traffic signs around village  | Clerk to contact Wimpey again.                               |
| 3.07.4       | Tim Bellamy   | Write to developers to get agreement that dog fouling not allowed                      | Dog wardens regularly patrolling. Matter closed              |
| 8.07.13.1    | Cllr. Littler | Write to Jim Harker about benches and cycle racks                                      | Tim Bellamy to get a bench catalogue for the next meeting    |
| 05.08.6      | Clerk         | Find out Broughtons view on Wind Farm  | Broughton had not replied. Clerk to chase                    |

|          |               |   |  |
|----------|---------------|---|--|
| 05.08.16 | Clerk         | Write letter of thanks to Matt  | Cllr. Littler to provide contact details. Matter closed                            |
| 06.08.6  | Clerk         | Write to NCC to ask about signs into Mawsley when approaching from Old and Loddington | NCC contact was not sure who to ask about this. Clerk to chase Highways about this |
| 06.08.16 | Cllr. Littler | Suggest date for landlords inspection of TCAM   |  |
| 06.08.19 | Clerk         | Write to Jim Harker about Old Poors Gorse Badger fence                                | Done. This has now been passed to highways by Cllr Harker. Matter closed           |

#### **07.08.6 Windfarm**

Cllr. Littler reported that the wind farm action group had had a meeting in the previous week which had been poorly attended. There would be a village meeting after the school holidays. This would be a 'stop the wind farm' meeting rather than merely an open meeting as the village needs to be on the record as opposing it.

Cllr. Cope asked if there had been any contact with Sywell as the turbines would probably interfere with them. Cllr. Littler said that they had been contacted but did not think that the turbines would affect them.

Cllr. King asked about letters to the press. Cllr. Littler said that this was an option but that the letters had to be individual, he did not think that everyone writing the same letter would not be useful.

#### **07.08.6 Mawsley Interface to Kettering Borough Council**

Cllr. Littler had received a request for three street names from KBC. It was decided to suggest Roman Settle, Orton Close and Meadow Lane. Clerk to send suggested names to John Withpetersen. ACTION 07.08.6

Tim Bellamy asked if the water was connected to the Cricket Square yet? Cllr. Littler said that they were still trying to get this done. Wimpey had all the paperwork ready for transferring ownership of the paying field but KBC would not sign until the water was connected.

Tim Bellamy asked about the youth group. Cllr. Littler said that they had appointed a youth worker and they are due to have an open youth meeting in a couple of weeks. Tim Bellamy said that there is a sports worker at KBC who would be available to come and help for specific sports activities over a period of time.

Cllr. Littler asked if the parish council could have a written report from Julia Beckett. Tim Bellamy said that he would bring one to the next meeting.

Cllr. Littler reported that the eco meadow had been agreed with KBC but the council wanted Wimpey to buy a special mower machine for the meadow. Work was due to start on the eco meadow in October.

#### **07.08.9 Taylor-Wimpey**

Nothing to report.

**07.08.10. Accounts and Budgets**

The following cheques were presented for payment

E Cawthorne £310 salary and expenses

AD Copier Services £8 photocopying

These payments were proposed by Cllr. Holland and seconded by Cllr. Cope.

The clerk presented the Audit figures for the year 2007-8. These figures had been agreed by the internal NCALC auditor. They were agreed by the Parish Council, they were proposed by Cllr. King and seconded by Cllr. Cope.

**07.08.11. Correspondence and Clerks Update**

Various publications had been received which would be put on circulation.

**07.08.12. Planning matters**

1. KET/2008/0526 4 dwelling The Green The Council had the same objections to this application a to the previous one on this site. Clerk to send in the same response.
2. KET/2008/0519 Retrospective application for a conservatory. The council had no objection

**07.08.14 TCAM**

Cllr. Littler reported that the grass and hedges around TCAM had been tidied and that attempts were being made to stop people parking on the grass.

**07.08.15 Items for inclusion in the newsletter**

none

**07.08.16 Any other business**

The clerk reported that Cllr Perry had asked if the Parish Council was interested in having residents trained for speedwatch in the village. Cllr. King asked at what speed would people be written to as he did not think people speeding at 31mph for example, should be approached. Cllr. Hazell said that he though that this was a worthwhile thing but felt that the initial thing should be to report to the village by saying x% of people drive too fast.

Cllr. Littler said that as far as he knew the village could decide what criteria to use. Cransley had done speedwatch and Cllr. Littler was not aware that any letter had gone out. Cllr. Littler had originally been opposed as the people with speed guns were so visible but it does show that something is being done to combat speeding.

Cllr. Hazell said that work commitments had meant that he was having difficulty in attending meetings regularly. He felt that he was not committing as much time to the Parish Council as he would like and would step down if it was wanted. The other councillors were happy for him to stay on the council, attending when possible.

Tim Bellamy reported that Julia Beckett had contacted May Gurney and NCC and was trying to get a timetable for the roads to be adopted.

Cllr. Littler said that it had been mentioned of him that there should be a bench by the bus stop at the pond. This should be discussed at the next meeting.

The meeting was closed at 9:50pm.

05.08.19      **Date of next meeting**

Next PC meeting Monday August 4<sup>th</sup> 2008

Signed: .....

Date: .....

**ACTION POINTS**

|              |               |  |  |
|--------------|---------------|--|--|
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| 07.08.6      | Clerk         | Send street name suggestions to KBC  |  |

**Date: 04 July 2008**

**Dear Parish Councillors**

**Re: TCAM - Request for Additional Funds & Drawdown of Previously Agreed Funds - From the Community Fund**

At a previously convened Parish Council Meeting on 2<sup>nd</sup> January 2007 it was agreed that TCAM be awarded £51,850 from the Community Fund.

At the time only £25,000 of the £51,850 was drawn down and this was ring fenced for staff and communications costs for the following 6 months until the beginning of July 2007, at the instruction of the Parish Council.

It was also agreed that the remaining £26,850 would be paid on an *invoice by invoice* basis and a further review meeting would be held at the end of six months i.e. July 2007.

TCAM has been able to make this £25,000 last for 18 months, despite salary costs being much higher than anticipated (more staff hours from longer opening hours; holiday pay is now paid; staff bonuses; staff shortages mean that managers have had to work bar shifts at a higher cost than for bar staff).

Retaining staff has recently become more difficult since the One Stop and coffee shop have opened up so we are all competing for the same pool of staff and must remain competitive with our pay rates.

Furthermore TCAM has been very reluctant to call off the balance of £26,850 as its primary goal is to eventually become self funding as quickly as possible. However we are now running at cash flow levels that are much lower than is safe so cannot delay the request of these funds any longer.

We have appointed a Chartered Accountancy firm Alanthwaite & Co to manage and produce our year end accounts and provide any relevant tax advice.

We completed our first financial year at the end of November 2007 and as a legal entity we are obliged to lodge our finalised year end accounts at Companies House and with the Community Interest Company Registrar on 30<sup>th</sup> June 2008 which has now been completed.

However and despite our careful financial planning at the start of our new financial year in December 2007 the business is now faced with significant changes in our operating costs which are seriously impacting upon our cash flow and our ability to make Capital Improvements from any accumulated funds from either trading surpluses or savings.

You will recall that the directors had always anticipated a progressive development of the business, with financial independence in 4 to 5 years. The business has significantly outperformed this plan. However, our budgets have not captured all the costs that are incumbent on a business run for the community, as opposed to one run on purely commercial grounds, as the budgets were drawn from our own estimates as the historical costs simply didn't exist.

Some 18 months on we are now getting the picture much clearer despite being under pressure from massive energy increases and having to change utility suppliers several times in an attempt to meet the target savings in our budget.

Over the last 18 months we have either discovered, tripped over or been advised about our various legal obligations as a Community Building all of which end up as costing us money to implement.

In addition we have had to pay for a number of repairs within the building which were installations by the builder and in our opinion are "Not Fit for Purpose"

The effect upon our bank balance of the losses made last year and so far this year are dramatic and we must therefore request an urgent cash injection to prevent any difficulties with our bankers.

You will see from our year to date Profit and Loss Account for the first 6 months up to May we have actually made the expected/budgeted sales of £72,500 taking us slightly over budget by £1,000. This is an 11% year on year improvement. However our expenses are significantly over budget by as much as £8,800 (not including June). This is primarily due to the staff wages being overspent by £13,700 of which £4,800 was for last years staff bonuses and £8,900 being a straight overspend for this year to date. This significant difference has been incurred due to the almost exclusive use of paid staff as reliable and regular volunteer help has now been exhausted. In addition, we have the burden of providing staff for TCAM during daytime and evenings when public usage may be very limited.

Had the staff wages not been so overspent we would have been in surplus by about £4,800 as most other expense items appear to be on target. The current running rate shows a loss of about £1,500 per month and along with the losses last year are now affecting our cash flow.

The Directors and TCAM management are committed to controlling costs, however we believe that provision of an adequate community service is also essential and that a 'staffed' TCAM is therefore necessary for all 'open hours'. We are reviewing our staffing costs in an attempt to reduce cost overspend.

The attached table chart shows the major exceptionals from last year (excluding the staff wages), the exceptionals so far this year (including the staff wages) and the capital items we need to invest in to improve the facility and attract more villagers into the building all of which amounts to £44,000.

The £13,875 from last year has already been spent as has the £20,160 so far this year.

So in summary:

|   |         |
|---|---------|
| Outstanding approved amount not yet drawn down: | £26,850 |
| Total monies required:                          | £44,105 |
| Hence further grant amount requested:           | £17,255 |

The directors propose that:

1. The Parish Council permits the previously agreed outstanding amount of £26,850 be paid to TCAM immediately.
2. The Parish Council makes an additional grant to TCAM of £17,255.
3. That grant is made on the assumption monies will be spent in line with the attached schedule (Note that £34,035 has already been spent; drawing down funds however will enable us in effect pay that money back to ourselves and hence increase essential cash balances at the bank).
4. That further expenditure of £10,070 (i.e. £44,105 less £34,035) be permitted to go ahead without the need to present invoices in advance.
5. Evidence to the Parish Council from TCAM that the money has been spent in line with approval be in the form of TCAM presenting to the Parish Council copies of all paid invoices.

Chris Winter  
TCAM Finance Director.  
04 July 2008