# Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE MEETING of Sixpenny Handley & Pentridge Parish Council Held 7<sup>th</sup> August 2025 at 7:30pm @ Parish Office, 6 Town Farm Workshops, Sixpenny Handley.

Item		Action By
	0 members present at the public open session	
1648	Attendance & Apologies Cllr Colin Taylor Cllr Stuart McLean Cllr Robert Hassall Cllr Dave Adams	
	Also in Attendance Ciona Nicholson (Clerk)	
	Apologies  Cllr James Reed (Chairman of the Parish Council)  Cllr Simon Meaden (Chairman of the Finance & General Purposes Committee)	
	In the absent of both Chair and Vice Chair Cllr Taylor proposed Cllr Hassall as Chairman seconded by Cllr McLean.	
1649	Declarations of Interest & Grants for Dispensation None	
	The following members declare non-pecuniary interests in matters relating to:	
	Cllr Colin Taylor – Pentridge Village Hall & SH Village Hall 1 <sup>st</sup> Woodcutt Scouts, CCIO Cllr James Reed – Community Land Trust & Item Speed-watch Cllr Andy Turner – Community Land Trust & Skate-park Project Cllr Simon Meaden- 1 <sup>st</sup> Woodcutt Scouts	
1650	Matters arising from the last F&GP Parish Council Meeting held 3 <sup>rd</sup> July 2025.  None	
1651	Play Area Matters & Reports	
	The on-sight weekly inspections were carried out by Cllr McLean who reported that the play area was in good order, grass cut, bins emptied, no litter or graffiti.	
	Members considered Elite's Quarterly Inspection report that had been circulated prior to the meeting.	

	The report prioritised maintenance issues and medium risks identified were:	
	Junior Climbing Frame – rotten timbers on the walkway need replacing.	
	Play Area Entrance Gate – bolts need to be disk cut away.	DA
	Action: Cllr Adams (DA) to inspect on 8/8/25 and cordon off the area with tape if necessary. Clerk to contact local contractor to replace timbers.	DA/Clerk
	Members discussed the overall 'tired' condition of the play area equipment and the suitability of the play area surfaces. The ground is hard during summer and muddy during the winter months. Comparisons were made to other local play areas that have a safer rubber crumb.	
	Clerk to contact The School Playground Specialist who offer a range of products and surface upgrades suited to every age range along with a free of charge bespoke design and quote service. Cllr Mclean to meet with a representative week commencing 11/8/25 to discuss their offers.	Clerk/SMc
1652	Sports Facilities Matters & Recreation Ground	
	The General Maintenance contract has commenced and notable improvements to the appearance of the banks of the football pitch and rear of the tennis courts.	
	Clerk to contact Martin Hallett regarding the rear of the green shed & Pavilion.	Clerk
	Sports Pavilion	
	Concerns were raised for the security of the premises, on several occasions lights have been left on and windows left open overnight.	
	Clerk to follow up on the darts area that requires refurbishment and protected from damage in readiness for September's lease check-up.	Clerk
	The fire alarm system continues to be out of action as access to the cellar sensor has not been made available to the PC. An email was sent on 1/8/25 requesting access – to date no response.	
	Clerk to <u>draft a letter</u> to The Penny Tap explaining that the safety & security of the building is a priority and the premises will not be able to operate without safety measures in place. If access to the cellar cannot be made within 48 hours of the request, the PC may need to consider retaining a cellar key in case of an emergency.	Clerk
	The Working Party agreed to meet quarterly initially in September for the purpose of checking the conditions of the Penny Tap Lease are satisfied.	RH/DA/JR
	Members acknowledged the delay in sending Penny Tap Utility invoices and will address the issue.	CT/Clerk
	Working Party agreed to meet quarterly initially in October for the purpose of checking the general fabric of the building.	RH/DA/JR

Clerk has booked the regular window cleaner to clean inside and out on August 22<sup>nd</sup>.

Cllr McLean to include the memorial clock on his regular recreation ground checks.

**SMc** 

#### **Bowls Club Matters**

#### **Boundary Paving Slabs**

Further quotes received for the repairs to the front row of boundary slabs – to prepare the surfaces & relay and replace some of the paving slabs.

Anthony Mercer local contractor £6130.00 (including materials inc VAT)

Doug Haskell local contractor £4100.00 (inc materials & VAT)

D P Building Services (not local) £1650.00 labour only.

The range of materials required to complete the job is not expected to exceed £500.00 to be ordered from Bradfords Building Supplies.

Members resolved unanimously to appoint non local D P Building Services to complete the works and is expected to commence on Saturday 16<sup>th</sup> August.

#### **Bowls Club External Maintenance (painting)**

The tender process included x3 contractors, unfortunately Decorating Contractor Mr Rose was unable to provide a quote.

#### Paul Boyland local resident & handy man.

All labours charges, confirmed clean, sand, filler where needed and paint x2 coats; £1500.00. Additional estimated £200.00 materials including sandolin outdoor paint. Available to start immediately.

#### **B Gent Painter & Decorator**

All external timber cladding to be redecorated x3 sides only (side facing hedge inaccessible.

Wash down all timber work fill and cork, spot prime any bare timber.

1 coat of external undercoat, 2 full coats of zinsser all coat external satin.

Total price for materials and labour £2345.00 +vat. Available to start in September.

DA/Clerk

Members resolved unanimously to appoint local handyman Paul Boyland to complete the maintenance works expected to commence next week.

1653	Sports Association Matters	
	Clerk to contact Handley Sports to ensure that a 'mobile bin' is taken out to the dug outs every time a match is played. There were reports of a large amount of litter left in this area following a friendly match played on 5/8/25	Clerk
	On $7/7/25$ the PC received a two-fold complaint about the condition of the Pavilion following a booking for a child's party and the claim a key hadn't been left inn a suitable locality with clear pick up instructions. The party was scheduled to take place on Sunday $6^{th}$ July and notification was given to the Tap to leave the pavilion in a suitable condition for a private hire.	
	Members concluded that it was the first time since the Taps inception that a complaint had been raised of this kind and accepted the Tap's review of the situation that the premises had been left in good order.	
	Following this unsatisfactory incident and for the Clerk's personal privacy and security, the key pick-up point will be changed to a key safe located at Unit 6 Town Farm Workshops. Clerk to purchase a key safe.	
	The Sports Association will refund the payment of £20.00 to the hirer with a view to review the booking rates.	Clerk
1654	Recreation Ground Matters	
	Village Hall Generator	
	On Tuesday 5 <sup>th</sup> August there was a planned power outage at the Village Hall for a period of approximately 5 hours. Cllr Adams arrived on site anticipating the generator to automatically switch over but unfortunately it had to be started manually. The generator ran for a period of time and when the power came back on the generator didn't automatically cut out and had to be turned off. Clerk to report the automatic transfer fault to DES Electricals.	Clerk
	The generator maintenance schedule remains unresolved as although the generator can conveniently be run for an hour on a monthly basis by a Village Hall hirer, the monitoring and replenishment of fuel needs to be agreed.	
	Issues to be resolved: How to avoid fuel going stale. How long will 10L of diesel run for? How often does a fresh diesel need to be refilled? Who is responsible for refilling the fuel?	2.45
	In preparation of a refill, an empty fuel can has been marked up and placed in the green shed. Cllr Adams will siphon out as much diesel as possible in order to empty the generator to refill with 10L and test how long it will run for.	DA/JR

1655	Downsman Matters	
	Members were pleased that the August edition of the Downsman had been published and distributed on time.	
	Cllr Hassall expressed his commitment to inputting content into the Downsman document on a bi-monthly basis and was transparent about not providing long term editorial skills. Currently with the help of the Clerk, content has been gathered, chased and input but it is a role that needs an additional volunteer. It would be a largely communicative and creative role and options are currently being explored.	
	Feedback from the latest edition has been positive with a notable phone call from a long standing reader of the magazine congratulating the Editor on a very interesting edition.	
	Emphasis remains that the magazine should be a local magazine and have regular content supplied by local trades, farmers and Parish Council news and updates.	
	Cllr Taylor confirmed that counter signatory paperwork completed the old account has closed and monies transferred to the CCIO account. The latest invoice for publication was paid in full by the Downsman.	
	Cllr McLean to check distribution issues reported in Sheasby Close.	SMc
1656	Matters to Report & Correspondence	
	DAPTC Action Briefing – smaller parish council survey. Clerk encouraged members present to feedback personal opinion. Clerk & Cllr Taylor attended DAPTC Zoom meetings to understand why the process is happening. Broadly, it is to encourage conversation with Dorset Council on preparing for challenges ahead, devolution and having more effective relationships.	ALL
	SSE & a potential water leak at Brushy Bush Allotments	
	An SSE miss read of the Brushy Bush water meter and a potential leak highlighted a number of water issues for the allotments. Cllr Adams spoke directly to Richard Adlem about water use and confirmed that there is a connection to the allotment water supply for the chapel of rest and although a water meter for his use was installed – the meter had not actually ever been read. As a result, the AA have been paying higher water bills than their actual use age.	
	Members agreed to resolve this situation by regularly reading the Adlem meter and separately invoicing along with deducting the amount from the AA bill. Cllr Adams to liaise with the AA Committee to arrange regular meter reading.	DA
C://	   Jsers\Parish Office\Documents\Class 4 - How we make decisions\Minutes of Meetings\Finance and General Purpose	Clerk

	Clerk to contact Emergency contact at SSE to confirm all checks have been carried out and suspect a faulty meter.	
1657	Financial Matters & Expenditure	
	The RFO circulated to members prior to the meeting a report on finances to 7 <sup>th</sup> August 2025. Bank Reconciliation for signing; List of Receipts & Payments for scrutiny.	
	The Unity Trust Current account balance exceeds £100,000.00 and as per PCs Investment Policy 'sums in excess of those likely to be needed over the next six months should be placed in an interest bearing account'. Members approved moving £60,000.00 into the Unity Trust Reserve Account.	Clerk/CT
	Insurance renewal on $1^{\text{st}}$ October 25 following a 3-year Policy – Clerk contacted Clear Councils broker to requested an additional quote – all necessary information to be forwarded.	Clerk
	Gallaghers Insurance the PCs current broker to visit on 29 <sup>th</sup> August to review the PCs current requirements.	
	Clerk to administrate payments, Scrutineer Cllr S McLean 2 <sup>nd</sup> Cllr C Taylor & 3 <sup>rd</sup> Cllr Hassall to authorise payments.	

Meeting Closed 9.10pm

These minutes are to be signed by the Chairman after approval at the next Full meeting of the Parish Council.

Signed;	<b>29</b> th	August	202	5
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### Sixpenny Handley & Pentridge Parish Council

## Payments - 7<sup>th</sup> August 2025

Date Description Receipts Payment

07/08/2025	Dorset Council Rent	so		484.00
07/08/2025	C Nicholson (July Salary Payment)	On-line		1,085.51
07/08/2025	Nest Pension Payment	On-line		94.25
07/08/2025	Marc Hayward (x4 Litter bins)	On-line		37.50
07/08/2025	L J Tuckey (x4 Parish Office cleans)	On-line		37.50
07/08/2025	S Day (Elite Playground Inspections)	On-line		90.00
07/08/2025	S Wallworth (Village Hall Electrical remedial works)	On-line		1299.60
07/08/2025	C Nicholson Reimbursement Bitdefender	On-line		64.99
07/08/2025	C Nicholson Reimbursement x4 25kg salt tablets	On-line		62.56
07/08/2025	Water2business Unit 6	On-line		78.33
07/08/2025	Source for Business (Common Rd)	On-line		173.81
07/08/2025	Source for Business (New Barn)	On-line		15.42
07/08/2025	Source for Business (Unit 6)	On-line		160.85
07/08/2025	L M Read (Replacement Hydraulic pipe and oil change)	On-line		235.80
07/08/2025	Team Rubicon Community Fete Skateboard Free Activity	On-line		360.00
07/08/2025	TEEC (Hosting charges 25-26)	On-line		187.20
07/08/2025	The Web Booth (CLT support website)	On-line		100.00
05/08/2025	SSE Unit 6 Electricity since Nov 24 - DD failed	DD		1388.01
01/08/2025	Kinetico Watersoftener Service	DD		8.75
01/08/2025	Vodaphone Broadband	DD		38.09
01/08/2025	Wessex Internet	DD		1.20
22/07/2025	VAT Reclaim	Credit	8722.36	
01/08/2025	Allotment Water Reimbursement	Credit	259.66	
08/07/2025	Kinetico Refund	Credit	105.00	
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	August Total		9,087.02	6,003.37

To be submitted	l by the Clerk on	Friday 8 <sup>TH</sup> July 2025.	

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Scrutineer — Cllr S Mclean 1st On-line authorisation Cllr Taylor 2nd On-line authorisation Cllr Hassall

Scrutineer......Date.......Date.....