

# BLEADON PARISH COUNCIL

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DRAFT Minutes of a meeting of Bleadon Parish Council Finance and Personnel Committee held in the Coronation Hall Bleadon on Friday 11<sup>th</sup> January 2019 commencing at 7pm.

Present: Cllrs Hartree (Chairman), Baines and Selway.  
Locum Clerk: Kevin Barrett. Two members of the public.

**F&P 55.1 To receive any apologies for non-attendance**  
Cllr Sheppard and Marian Barber (Clerk).

**F&P 55.2 To receive any declarations of interest**  
None.

**F&P 55.3 Public Participation**

A member of the public commented that there may be other past minutes of the Committee that had not been formally approved and the Clerk would be asked to check this. However, it was pointed out that the Committee's past recommendations had been submitted to and approved by the full Council.

**F&P 55.4 To Approve the minutes of the Committee meetings held on 24 November 2017 (F&P 52) and 9 November 2018 (F&P 54)**

The minutes of both meetings were **APPROVED**.

**F&P 55.5 To Note that the Recommendations of F&P 52, 53 and 54 were approved at the subsequent Full Council meetings on 11 December 2017, 9 July 2018 and 12 November 2018 respectively.**

Noted.

**F&P 55.6 To Review the Asset List and Risk Register**

Copies of the Asset and Risk Registers had been previously circulated to Committee members. Cllr Baines reported on his investigations into the ownership of the village hall site comprising the land on which the Coronation Halls and the Youth Club were situated, the public conveniences and the car park and play area. A number of anomalies had arisen in this regard.

The Land Registry's records in respect of the public conveniences site indicated that the area was within the Parish Council's ownership. The site had been within the ownership of the now defunct Axbridge Rural District Council, but would have transferred to the successor authority at local government reorganization. However, on further investigation, the title deed number referred to a site in Yeovil. It was suggested that the Clerk carry out further investigation to clarify this matter.

As regards the Youth Club building, this appeared to be in the ownership of the Youth Club trustees which, if so, would be an unusual arrangement given that it was on Parish Council land. The land on which the Coronation Halls stood was Parish Council land but the 1937 conveyance document transferring the land from the Church to the Council did not appear to include the land now occupied by the play area and car park. Cllr Baines suggested that the documentation available to him may be incomplete but that the Land Registry showed all of the land belonging to the Council. In addition there had been confusing and conflicting advice received in the past, including from the Charity Commission, on the precise nature of the Council's ownership and the role of the Hall Management Committee. Whilst clarification of the position would be highly desirable, this could come at a considerable cost in terms of the legal fees charged for investigating the issue. It was suggested that the Parish Council needed to take a view on whether such expenditure could be justified. The view of the Committee was that unless there was a pressing need to determine the ownership issue (such as a proposed land sale,

etc.) then the likely expenditure would be difficult to justify.

Members queried how the values indicated in the document had been calculated and whether these were the original cost of the assets. If so, it was suggested that they were likely to be very out of date. In addition, it would be useful for the document to include a mechanism for annual depreciation. In this regard, the Committee recommended the establishment of a small Working Group to review the asset register and that such a review be carried out on an annual basis.

A member noted that the BROW container situated on the village hall site needed to be added to the register.

In respect of the Risk Register, the Committee noted that none of the items were regarded as being high risk but it was important that members and the Clerk kept the register under regular review to ensure that the Council's practices and procedures were robust enough to ensure that the risks were minimised. To assist in this it was suggested that a small Working Group be established to review the register within a timescale to be agreed by the Council.

It was **AGREED TO RECOMMEND** –

#### **Asset Register**

That the register of the Parish Council's assets be approved, subject to –

- (a) Further investigation of the ownership of the land on which the public conveniences are situated, as the Land Registry records for this site are incorrect. (Their records refer to a title deed number which relates to a piece of land in Yeovil).
- (b) The Council noting the lack of clarity and conflicting past advice on the ownership of the Coronation Halls and Youth Club sites, including the car park and play area, and considering whether further investigation of this matter can be justified taking into account the likely high cost of legal fees.
- (c) The inclusion in the register of the BROW container situated on the village hall site.
- (d) Further work being undertaken on the current values of the various assets, and the inclusion of a mechanism for annual depreciation. In this regard, the Committee recommends the establishment of a small Working Group to review the asset register and that such a review be carried out on an annual basis.

#### **Risk Register**

That the Parish Council's risk register be approved as submitted subject to the establishment of a small Working Group to review it within a timescale to be agreed.

**F&P 55.7 To Agree the date of the next meeting.**

**AGREED** that the date of the next meeting be set as and when required.

The meeting closed at 8.15 p.m.