

Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
W: www.loggerheadsparishcouncil.co.uk



Dear Councillor,

You are summoned to attend the **Finance Committee** meeting of **Loggerheads Parish Council** to be held at 7pm on Monday 11th June 2022 at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence
2. To note declarations of Members' interests
3. To approve and sign the minutes of the Finance Committee meeting held on Monday 13th June 2022
4. Public Question Time
A period of 15 minutes for Members of the Public to ask questions or submit comments
5. To note the year-to-date financial position for the Parish Council (**Circulated**)
6. To consider matters relating to the parish maintenance budget for 2022/23
7. To consider a revised, or renewed agreement with Loggerheads Football Club for use of The Burntwood and associated Changing Rooms
8. To consider entering into a lease with Newcastle-under-Lyme Borough Council for land off Market Drayton Road otherwise known as LV1 (**Circulated**)
9. To consider a license with Shropshire Homes for the purpose of establishing welfare facilities at land off Market Drayton Road otherwise known as LV1
10. To note the date of the next **Loggerheads Parish Council** meeting as being held at 7pm on Monday 18th July 2022 at Loggerheads Community Fire Station.

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In attendance Cllrs Coulson, Fox, Lee, Roberts, Sheard and Swetman

MINUTES OF THE MEETING HELD ON MONDAY 13th JUNE 2022

PUBLIC QUESTION TIME (MAXIMUM 15 MINUTES)

1. **ELECTION OF A CHAIR**

To elect a Chair for the Finance Committee

Resolved That Cllr Lee is elected as Chair of the Finance Committee

2. **ELECTION OF A VICE CHAIR**

To elect a Vice Chair for the Finance Committee

Resolved That Cllr Coulson is elected as Vice Chair of the Finance Committee

3. **APOLOGIES**

To receive and consider apologies for absence

Apologies were received from Cllrs Swan and Hodgkins

4. **DECLARATIONS OF INTERESTS**

To note declarations of Members' interests

Councillors must declare non-pecuniary, pecuniary or prejudicial interests in items on the agenda, and must leave the room for those items

There were no declarations

5. **MINUTES OF PREVIOUS MEETING**

To approve and sign the minutes of the Finance Committee meeting held on Monday 13th December 2021

Resolved The minutes of the previous meeting are signed as a true and accurate record

6. **FINANCE AND GOVERNANCE**

a. To note the year-to-date financial position for the Parish Council

Noted

b. To consider the current banking arrangements

Resolved To recommend to Council closing the Business Reserve account showing a balance of £27.80 into general funds.

To recommend to Council that the signatories to all bank accounts will be the Clerk and Cllrs Coulson, Gibson, Hodgkins, Lee and Swetman

c. To consider current IT provision

Resolved To recommend to Council to engage the services of an IT professional to carry out a full IT survey, and identify any relevant actions

d. To consider the Internal Audit Report for 2021 – 2022 and recommend to Council

Deferred The report was not available at the time of the meeting

e. To consider matters relating to the Burntwood Container

Resolved To defer this item to a meeting of the Open Spaces Working Group with a view to making recommendations to Council

f. To consider matters relating to the Winter Gritting Service for 2022 - 2023

Resolved To test the marketplace to ascertain the options for delivering a winter gritting service in respect of 2022 - 2023

g. To consider the lease for LV1

Deferred The item will be brought to a future Council meeting

h. To note the license to Shropshire Homes

Noted A license is in the process of being agreed between the Borough Council and Shropshire Homes for a period of 4 – 6 months

7. **DATE OF NEXT MEETING**

To consider the frequency and dates of the **Finance Committee** meetings

Resolved To hold meetings of the Finance Committee on the second Monday of every month, and that the next meeting will be held at 7pm on Monday 11th July 2022 at Loggerheads Fire Station.

Chair: Cllr M. Lee

Clerk: B. Minshall

Close of meeting: 20:03pm

Signed.....

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REPORT STATEMENT

Report Purpose To consider matters relating to the parish maintenance budget for 2022/23
Version Control V2
Author(s) Cllr D. Coulson; Parish Clerk and RFO

1. Report Summary

The report identifies the opportunity to enhance the parish maintenance operations which are carried out by the Parish Council, and potential budget implications for the financial year 2023/24.

2. Position

In terms of service delivery, the Parish Council acts as a Commissioning Council, meaning that the Council currently engage third-party contractors through budgeted expenditure of the precept to deliver a wide range of parish maintenance operations. For example: -

- Allotments – primarily improvements to internal treelines, and the perimeter of the site
- Landscaping – primarily grass cutting, and maintenance of trees which are under Tree Protection Orders (TPOs)
- Open spaces and play equipment – Almington, Tyrley; Bell Orchard, Ashley; The Burntwood, Loggerheads; Heath Grove, Loggerheads; Knighton Railway Cutting; Knighton Village Hall Car Park; Tadgedale Brook, Loggerheads; Tinkers Lane, Ashley; and, soon to be LV1, land which is off Market Drayton Road
- Winter Gritting Service – all parts of the parish, especially near the two Primary Schools, with the exception of Ashley being a bus route which is gritted by Staffordshire County Council

When considering the budget for the financial year 2023/24, the focus should be on how to enhance and augment existing service delivery, engaging in processes which test the marketplace to ensure best value for money principles or to move away from utilising third-party contractors and into direct employment of Operatives.

3. Financial Impact

The combined budget of the abovementioned items for the financial year 2022/23 is in the amount of £21,350.00, and represents 30.26% of the current overall precept. The breakdown is as follows: -

Burntwood Maintenance	£1,000.00
Landscaping	£5,000.00
Maintenance	£6,000.00
Maintenance Other	£4,000.00
Playground Maintenance	£6,000.00
Tinkers Lane	£600.00
Winter Gritting Service	£4,750.00
	£21,350.00

It is assumed that the majority of abovementioned expenditure will be spent on labour in

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the form of small sums which are spent throughout the year on items which need repairing.

If the parish maintenance budget was added to the payroll budget then it is believed that this could employ one additional member of staff on 27 hours per week, at £15.00 per hour for one year. It is further believed that 20 hours per week would be sufficient, and therefore cost £15,600, which would be saving of 8.15% in the amount of £5,750.00 on the parish maintenance budget. This would represent a reduction in expenditure on the overall precept from 30.26% down to 22.11%.

4. Conclusions

It is concluded that the current levels of service delivery require further assessment of their efficacy and effectiveness. The utilisation of third-party contractors significantly impacts overall expenditure, responsiveness, quality and outputs of service delivery by the Parish Council.

In many cases, as was previously decided with the Winter Gritting Service, there is the ability to test marketplace to ensure that current arrangements are delivering to the desired standard, and to ensure that service delivery meets best value for money principles.

But one option which the Parish Council should give consideration to is the possibility of additional staffing. The direct employment of additional staffing would give the Council greater control over expenditure, responsiveness, quality and outputs of service delivery. This option inherently carries a multitude of factors which would need to be taken into account – such as staffing costs, schedules of work, consumables, equipment, transport and storage.

5. Considerations Sought

- To consider the ongoing utilisation of third-party party contractors as a means of delivering services
- To consider testing the marketplace with a view to delivering services for 2023/24
- To consider direct employment of additional staffing as a means of delivering services, with costings being presented to the September Finance Committee meeting

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REPORT STATEMENT

Report Purpose To consider a revised, or renewed agreement with Loggerheads Football Club for use of The Burntwood and associated Changing Rooms
Version Control V1
Author(s) Parish Clerk and RFO

1. Report Summary

The report relates to the previous written agreement between the Parish Council and Loggerheads Football Club for use of The Burntwood Sports Ground and associated Changing Rooms, which was intended to be for a one-year and then subject to review.

2. Position

Loggerheads Football Club previously had a written agreement for their use of The Burntwood Sports Ground and associated Changing Rooms. It was initially thought that the agreement would be two cover uses of the facilities by up to two teams, but it seems that to date there is only one team using the facilities. It is now time for the Parish Council and the Football Club to come to terms on either a revised agreement which seeks to further define the terms of use, or a renewed agreement which seeks to maintain the previous terms of use as unchanged.

3. Financial Impact

The Parish Council currently charge the Football Club £400.00 per annum, which has typically been invoiced in two amounts of £200.00 during the previous financial year.

As previously discussed, there has been a significant level of investment by the Parish Council since the establishment of the associated Changing Rooms which were purchased using funds which came from the Public Works Loan Board. It is also believed that there has been a certain level of undetermined financial investment or gift in kind by the Football Club.

It could be that the Parish Council seeks to have the facilities commercially valued in order to determine a rental figure; or to simply recover costs of the loan repayment; or to simply agree a rental figure which would then be applied to all active teams within the Football Club as means of generating revenue from this asset.

4. Conclusions

It is concluded that it would be both pertinent and prudent for the Parish Council to have the facilities commercially valued, as this will at the very least establish a baseline which could then inform the decision-making with regards to an agreed rental income.

5. Considerations Sought

- To consider having The Burntwood Sports Ground and associated Changing Rooms commercially valued so as to establish a baseline amount for rental income.

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FOOTBALL INFORMATION PACK

2021/2022 SEASON

INTRODUCTION

This information pack is a guide to inform the Football Teams using Loggerheads Parish Council facilities what service standards you can expect from the Council and, also what standards we expect from sports teams.

We ask that you read through this pack carefully before signing the agreement at the end. If you wish to raise any queries with regard to anything in this pack then please do not hesitate to contact Loggerheads Parish Council:

Contact: Karen Watkins, MBE

Address: Loggerheads Fire Station
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Shropshire
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SERVICE CHARTER

Loggerheads Parish Council is committed to providing quality services to its customers.

The following are the standards we have set for our pitches and facilities and how we aim to achieve them:

A Clean and Safe Environment

- Pitches and facilities to be free from vandalism, graffiti and litter.
- Providing pathways and car parks which are clean and free from litter.

Well Maintained Sports Pitches

- Cutting grass on a regular basis (varying to reflect seasonal weather conditions).
- Evenly spreading grass clippings.

Well Maintained Changing Rooms

- Ensuring changing rooms are clean, tidy and available for use when required.
- Providing adequate warm water for shower users.
- Ensuring toilets are clean, stocked with consumables and inspected on a regular basis.

Efficient and Effective Administration, Bookings and Management

- Accurate and prompt administration including processing of invoices.
- To seek customer view and use these to improve the service.

In return for this, we expect our customers to treat staff courteously and to respect other /facility users and preserve our sports pitches and facilities.

TERMS AND CONDITIONS OF USE

All the regulations listed below must be adhered to at all times. Failure to do so will result in action being taken against the team concerned.

Insurance

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- All clubs require public liability insurance to a minimum of £1 million (one million pounds) (copy to be given to the Parish Council)

Risk Assessment

- On the day of any match the home team must carry out a risk assessment of the facilities (before play commences) to ensure that the site is safe for use.

Conduct

- Whilst we appreciate a certain amount of noise is generated from any sports match, please be aware that the use of obscene or abusive language will not be tolerated.
- The consumption of alcohol in any of the councils changing facilities is not permitted.
- Sports boots with studs/spikes are to be removed before entering any of the changing rooms.
- Boots, clothing or any kind of equipment should not be taken into the showers or toilets to be cleaned.
- All instructions issued by any Council staff on any site must be adhered to at all times.

Responsibility

- Home teams are responsible for away teams whilst using Loggerheads Parish Council facilities.
- All tape used to secure nets must be removed from the posts following each match (applies to football teams only).
- All rubbish generated at the pitch side must be removed from site (including all tape, cans, bottles etc). Home teams are responsible to ensure that litter, created by both home and away teams and their supporters, is removed.
- Home teams are responsible for leaving both the home and away changing rooms in an acceptable clean condition. The toilets and showers & sinks will be cleaned & the floor swept and mopped after each game. Should any damage occur, this is the responsibility of the home team. All costs incurred by the Parish Council for additional cleaning and/or any necessary repairs will be met by the home team.

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- The Home Team to be responsible for cutting grass & maintaining & marking pitch. Parish Council to maintain area adjacent to pitch.

Keys & Security

- Keys will be available from the Parish Clerk at the beginning of the season. Keys will be allocated upon receipt of a £ 50.00 deposit and a signed declaration of responsibility.
- All keys must be returned within 7days of the end of the season. The Parish Council reserves the right to seek reimbursement (in the order of £50.00-£55.00) from any key holder who fails to return their key.
- All keys issued to clubs for the use of changing facilities must not be loaned to any person who is not a member of the club. Key deposits will be retained where keys have been lost and an additional charge will be made to cover the cost of replacement locks/keys (a further key deposit will also be due).
- The main external entrance door and all changing room doors must be secured during and after all matches.
- Clubs must accept responsibility for the security of their member's personal belongings.

Fixtures

- The football season will start at the beginning of September and go through to the end of April, with provision for extra matches to be played until the end of May if required due to bad weather
- The club must notify Loggerheads Parish Council of all home fixtures no less than 72hrs before kick-off, failure to inform the Parish Council may result in the facilities not being available. There will be a £ 50.00 call out fee for any club who does not provide the notice period required.
- Requests for alterations to submitted fixtures must be made at least 72 hours prior to any match.
- The decision of the Parish Council to cancel any match is final. If any club is found to be using the pitches, and ignoring Council's decision, they will receive a fine of £50.00.

Invoicing

- Invoices are raised in the name of the club and the club secretary and treasurer are responsible for the payment of invoices on behalf of the club they represent. All recovery action will hold these individuals primarily responsible for all outstanding debts.

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- Should the club secretary or treasurer change mid-season the Parish Council must be notified in writing immediately and a further agreement will be required

Debt Collection Policy

- Invoices can be paid in two ways: -
 1. Full payment to be received by the first of the month following receipt of your invoice
 2. Instalments due on the first of every month (during the playing season)

Late Payment Surcharge

- A late payment surcharge of 10% of the outstanding invoice, on a monthly basis.
- In addition, any payment default will result in the next scheduled use of the facilities being cancelled.

Agreement

- The return slip is an agreement between the club secretary and treasurer of each individual club and Loggerheads Parish Council. Please insert the name of your club in the space provided and ensure the slip is signed by both the club secretary and club treasurer and dated.

Please detach and return completed slips with your signed pitch and training acceptance form (where appropriate) to: Karen Watkins, MBE, Loggerheads Fire Station, Market Drayton Road, Loggerheads, Shropshire TF9 4EZ

- Failure to return the completed slip will prevent teams from hiring the pitch.
- One month's notice is required for any cancellations of football pitch offers. Failure to do this will result in a £50.00 administration fee.
- Loggerheads Parish Council reserves the right to amend the regulations contained within this document at its discretion.

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SPORTS CLUB ~ RETURN SLIP

By signing this slip, we understand that we are the people responsible for all debts to Loggerheads Parish Council that are incurred by the sports team we represent.

We also confirm that we are responsible for any keys that are issued to the Club, that we have read the Sports Information Pack, and are aware of and agree to adhere to the terms and conditions of use that apply to all teams using Loggerheads Parish Council facilities.

Signed (Club Secretary)

Print Name.....

Signed (Club Treasurer)

Print Name

**On behalf of
(Club)**.....

Dated.....**2021**