

**2 February 2015**

**Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 12 January 2015 in the Memorial Hall.**

**Present:** Cllrs Parkhurst, Gordon, Mrs Lewis, Clarke, Jones, Ball, Keel and Moraghen.

**In attendance:** Emma Kay – Clerk.

F01.15 **APOLOGIES** – Cllr Clarke (visiting family) and Cllr Trickett (work).

F02.15 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declaration beyond those recorded in accordance with the Code of Conduct.

F03.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

F04.15 **MINUTES** – Cllr Moraghen **proposed**, Cllr Ball **seconded** and it was **RESOLVED** to accept the minutes of the Finance Committee meeting held on Monday 13 October 2014 as a true record.

F05.15 **MATTERS ARISING** – The Clerk reported the following matters arising from the minutes of the Finance Committee Meeting held on Monday 13 October 2014:

**F59.14** The overspend on cost codes 8, 19 and 30 was discussed and the possible reallocation of funds was mentioned by the Clerk. This is to be discussed at Agenda item F09.15.

The outstanding invoice for the Bowling Club has now been produced.

**F60.14** The monthly spot checks have yet to be programmed, I would like to suggest that the following dates be put in the diary for the relevant councillors to avoid it going undone.

January – Cllr Jones – Monday 26 January 3 pm  
February – Cllr Mrs Trickett – Friday 20 February 11 am  
March – Cllr Gordon – Friday 20 March 11 am.

Obviously these are open to discussion but the Clerk was keen to put the dates in the diary. Councillors agreed and noted these dates.

**F61.14** Although it was agreed to include a review of the Skate Park extension costs at the last meeting, with the consideration of the Precept allocations at this meeting the Clerk suggested that this item be considered at the next Finance meeting.

Councillors all agreed that this item be considered at the next Finance meeting.

**Cllr Clarke arrived at the meeting at 7.34 pm**

**F64.14** Cllr Keel asked if there had been any further news on the planters for the Parade. Cllr Clarke informed members that he was chasing up with the appropriate person. He asked Cllrs to note that the initial cost would come from LJC funding and in subsequent years the maintenance costs would come from Parish Council funding. **Ongoing.**

F06.15 **PAYMENTS** - Cllr Keel **proposed**, Cllr Jones **seconded** and it was **RESOLVED** to approve the Parish Council to pay the invoices and direct debits presented to the meeting.

Cllr Keel queried where the cost of the Weed Management contract would fall within the current budget headings. The Clerk explained that in the current Financial Year it was being distributed between the relevant cost centres but that in future it will have its own designated cost code.

F07.15 **BANK RECONCILIATION** – The Clerk presented members with the bank reconciliation to the end of November 2014 and drew attention to the list of all outstanding payments and receipts.

The Clerk explained transfers between the Earmarked account and the Working account were for the skate park extension. She also stated that the Petty Cash was showing occasional negative figures as the Locum Clerk was using incoming cash to fund expenses until a Petty Cash cheque is cashed. The Clerk assured members that she was monitoring it closely and the figures were balancing.

Cllr Keel questioned the amount of money spent on key cutting and locks, Cllr Clarke explained that it was essential that emergency services could have access to the playing fields and that all the gates had now been provided with the correct locks. He also queried whether purchase orders were produced for all expenditure from Petty Cash, the Chair stressed that the Petty Cash expenditure was provided purely for information.

Cllr Jones **proposed**, Cllr Ball **seconded** and it was **RESOLVED** that the Bank Reconciliation be accepted as a true and accurate record by the Finance Committee.

F08.15 **NETT POSITION BY COST CENTRE & CODE SUMMARY** – The Clerk presented members with a breakdown of the nett position by cost centre and code to the end of the third quarter of FY 2014/15 including some explanatory notes.

The Clerk reported that there are no items highlighted as being a problem in the accounts at the end of quarter 3.

Items to note thus far are:

**Cost codes 8 & 9** – Unfortunately, despite suggestions to the contrary, Shrewsbury School have not renewed their contract to use the Stanley Parker Playing Fields. This led to a reduction in the allocations against these cost codes at the end of last year and whilst overspent this will not cause an overspend to the overall budget.

**Cost code 10** – The invoice for the Bowling Club has been produced and forwarded for payment.

**Cost codes 112 & 133** – These are both a little reduced at the moment as the Clerk is awaiting payment from a regular user for last season, despite having sent 3 invoices – it has been sent again this week.

Following discussion Cllr Parkhurst **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** that if they did not respond to a further request for payment that a letter be sent suspending use until payment is received.

**Cost code 25** – This overspend has been caused by the company used by Urban Recreation to validate the Skate Park extension, they charged more than we would expect to pay for this.

**Cost code 36** – Street light repairs appear to be down this year, hopefully this will stay reduced once the Amenities meeting have made their recommendations following consideration of the recent survey done by E-on.

Cllr Clarke added that work was already underway on Lythwood Lane.

**Cost codes 54 & 56** – Following the significant increase in pay scales received at the end of last year and the consolidated payments both handymen went over the NI threshold and a small amount of Employers NI was required to be paid. This will remain a minimal amount and is easily manageable within this section of the budget.

This item was noted by Cllrs.

F09.15 **REVIEW THE COSTS FOR ONGOING PROJECTS** – Cllrs reviewed the current budget allocations for future projects which the Clerk presented and noted the figures.

F10.15 **PRECEPT ALLOCATIONS** – The Clerk presented the meeting with the first draft of the Precept Setting worksheet for discussion and the following supporting notes:

#### **Council Tax Taxbase**

As in previous years the cost of the precept to households within Bayston Hill is based on the number of Band D equivalent Council Tax properties within the village. There has been a slight increase in this number this year:

2014/2015 - 1,683.42 Band D equivalents  
2015/2016 - 1,708.06 Band D equivalents

What this means in Precept terms is that if we commit to a 0% increase in the Precept for the next financial year then there will be a small reduction in the cost to households.

#### **Council Tax Support Grant (CTSG)**

As covered in recent press articles the CTSG has been removed this year meaning that the £6,537 we received last year to top up our request will not be passed on this year.

The Clerk provided the meeting with a selection of calculations for the precept including a 0% increase and a 4.3% increase in order to maintain the current level of precept and compared them to last year's allocation. The Clerk stated that a 0% increase could be maintained for a further year, but that it would mean further use of the Earmarked funds and with several large projects planned for the coming year additional grant funding would be required.

Signed.....

Date.....

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Cllr Clarke spoke in support of a 4.3% increase to mitigate the increased cost of wages and to recoup the lost CTSG and income from Shrewsbury School. Following discussion Cllr Clarke **proposed**, Cllr Jones **seconded** and it was **RESOLVED by Majority Decision** to request a Precept of £117,000 for the coming Financial Year. **1 Abstention and 1 Against. Action: Clerk.**

F11.15 **REVIEW THE FINANCE ROLLING PROGRAMME** – Cllrs considered the Finance Rolling Programme and a discussion was held about whether the Locum Clerk had sufficient hours to cope with the number of things that needed attention. Cllr Clarke **proposed**, Cllr Mrs Lewis **seconded** and it was **RESOLVED** that the Locum Clerk's hours can be increased if needed.

F12.15 **ITEMS FOR NEXT MEETING** – The following items are to be scheduled for the next Finance Meeting:

1. A review of the Skate Park Repair and Extension project.

Cllr Keel suggested to Cllrs that it would be beneficial to group together all relevant streams of funding for specific projects. The Clerk stated that she felt it would not provide any real benefit and the Chair was reluctant to add to the current workload. Cllr Clarke stated that funds could be transferred as required and that it could be reviewed once the Clerk had returned to work.

F13.15 **EXCLUSION OF THE PRESS AND PUBLIC** - Cllr Ball **proposed**, Cllr Jones **seconded** and it was **RESOLVED** to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following confidential matters.

**Members moved on to the confidential items at 8.37 pm**

**Meeting closed at 8.40 pm**

### **Minutes of the Finance Committee Meeting held at 7.30 pm on Monday 12 January 2015 at the Memorial Hall – Following exclusion of the Press and Public**

F14.15 **CONFIDENTIAL MINUTES** - It was **proposed** by Cllr Jones, **seconded** by Cllr Gordon and **RESOLVED** to accept the confidential minutes of the Finance Committee meeting held on Monday 13 October 2014 as a true record.

F15.15 **MATTERS ARISING** – The Clerk advised the Finance Committee that there were no matters arising from the confidential minutes of the Finance Committee meeting held on Monday 13 October 2014.

**Meeting closed at 8.40 pm**