

**Clerk to the Council/RFO: Emma Kay**  
**Chairman: Cllr Fred Jones**

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**1 May 2015**

**Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 13 April 2015 in the Memorial Hall.**

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

**In attendance:** Emma Kay – Clerk.

F16.15 **APOLOGIES** – None received.

F17.15 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declaration beyond those recorded in accordance with the Code of Conduct.

F18.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

F19.15 **MINUTES** – Cllr Jones **proposed**, Cllr Ball **seconded** and it was **RESOLVED** to accept the minutes of the Finance Committee meeting held on Monday 12 January 2015 as a true record.

F20.15 **MATTERS ARISING** – The Clerk reported the following matters arising from the minutes of the Finance Committee Meeting held on Monday 12 January 2015:

**F60.14** Despite having programmed the monthly spot checks at the last meeting, none have been conducted so far this year. Further dates were suggested for the coming three months, Cllrs were asked to note the dates, if they were convenient and the Clerk committed to sending out a reminder prior to the planned date.

**F64.14** The planters have been purchased from Amberol. Cllr Clarke added that they have been delivered to the depot and he was awaiting confirmation that they are the correct size for the post and then they will be fitted. **Ongoing.**

**F10.15** The Parish Council has received notification that the requested precept of £117,000 will be credited to the Bank Account on 20 April 2015. There would also be £2,324,88 from the Neighbourhood Fund, which is funded from the CIL. Cllr Clarke reminded the meeting that it had been agreed to allocate the CIL money to the proposed A49 crossing and improvements to the Fox junction. The Clerk confirmed that she would create a new cost code for this item. **Action: Clerk.**

F21.15 **PAYMENTS** - Cllr Gordon **proposed**, Cllr Ball **seconded** and it was **RESOLVED** to approve the Parish Council to pay the invoices and direct debits presented to the meeting.

F22.15 **BANK RECONCILIATION** – The Clerk presented members with the bank reconciliation to the end of March 2015 and drew attention to the list of all outstanding payments and receipts.

Signed.....

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Cllrs noted the Bank Reconciliation as a true and accurate record.

F23.15

**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 fourth quarter of FY 2014/15 including some explanatory notes.

The Clerk reported that at the end of the Financial Year there are no areas of concern. One or two cost codes have been overspent due to reasons outside of the Parish Council's control but have not caused any of the cost centres to be overspent or the overall budget to be overspent.

Items to note are:

**Cost code 4** – The Pavilion Electricity is quite significantly overspent, some money has been recovered from the Bowling Club to December 2014 however it would appear that last year's reduced payments for electricity were a one-off. Previous years have been at the same level as FY 14/15. The Clerk will adjust the cost code budget accordingly.

**Cost codes 6, 8 & 9** – As previously reported these cost codes are overspent due to the loss of the Shrewsbury School contract, but have no effect on the overall cost centre.

**Cost codes 19 & 24** – These two cost codes are overspent due to the weed control contract having been paid from here this FY. Next FY there is a specific cost code allocated.

**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 28** – The most recent service of the tractor had quite a lot of work on it resulting in this overspend.

**Cost codes 30 & 31** – These two codes are interchangeable and as such the overspend in one is covered by the underspend in the other.

**Cost code 41** – The Parish Council has been paying two clerks during the recent leave period which has caused the overspend. The Clerk is investigating the recovering of SAP as this should be recoverable from PAYE already paid.

**Cost codes 54 & 56** – Following the significant increase in pay scales received at the end of last year and the one-off payments wages went over the NI threshold and a small amount of Employers NI was required to be paid.

**Cost code 86** – This cost code is showing as overspent due to the recent purchase of an additional tractor. This money can be recouped from the carry forward budget at the end of the Financial Year.

At the end of the Financial Year there will be approximately £30,000 to carry forward in the Working Account.

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The combined value of all banks at the end of the year is approximately **£278,000** which is a reduction of over **£33,000** from the end of year position last year which should be viewed well by the external auditor. With further projects on Street Lights and the Play Park planned for the coming year this should reduce current holdings further to a more acceptable level for auditors but not putting Parish finances into a dangerous position.

Cost code 131 Leaf Funding was discussed, the Clerk explained that this amount was an historical carry forward figure and the Parish Council confirmed that there should not be any funding left in this code as it was all allocated and used at the time it was received. The Clerk undertook to reallocate the funds and bring to the next Finance Committee meeting for approval. **Action: Clerk.**

This item was noted by Cllrs.

F24.15 **REVIEW THE SKATE PARK EXTENSION PROJECT** – The Clerk gave the meeting a report reviewing the refurbishment and extension of the Skate Park. It identified all actions taken during the process of deciding on, preparing for and implementing the project concluding that all the relevant steps in the progression of the project were undertaken in accordance with current regulations.

The report also stated that the improvements and subsequent new lighting and hedge work had attracted an extremely positive reaction from residents, deeming the project a complete success achieved within budget.

The report noted that the cost of the ROSPA check on the finished equipment was more expensive than if the Parish Council had arranged it themselves. Following discussions it was agreed that it was appropriate for the Parish Council to have paid for the safety check to ensure an objective report, it was also deemed to be money well spent to ensure the equipment is safe.

Cllr Jones thanked the Clerk for the informative report.

Cllr Keel asked why the hedge work had not been reviewed within the report, the Chair stated that it had not been included in the original project specifications and as such was a separate issue.

F25.15 **REVIEW THE FINANCE ROLLING PROGRAMME** – Cllrs considered the Finance Rolling Programme and the Clerk mentioned that the Locum Clerk was gaining quotes to insure the new tractor. Cllr Clarke confirmed that it remained under the School's insurance whilst still located there.

F26.15 **FINANCE COMMITTEE CONTRIBUTION TO ANNUAL REPORT** – Councillors reviewed the Finance Committee report from financial year 13/14 and made the following suggestions:

- Note the loss of the Shrewsbury School contract for use of the Stanley Parker Playing Fields.
- Mention the loss of the Council Tax Support Grant.
- Include that the Parish Council undertakes rigorous checking and audits of spending throughout the year including spot checks.

F27.15 **ITEMS FOR NEXT MEETING** – The following items are to be scheduled for the next Finance Meeting:

1. A review of the Parris Pool repairs and improvement project.

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2. Clerk to review allocations to cost codes for items such as servicing of the tractor.

Cllr Clarke informed Councillors that the Burgs area was being cleared and that there may be some expenditure relating to it in the near future.

- F28.15      **EXCLUSION OF THE PRESS AND PUBLIC** - Cllr Clarke **proposed**, Cllr Ball **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 8.30 pm**

**Meeting closed at 8.34 pm**

**Minutes of the Finance Committee Meeting held at 7.30 pm on Monday 13 April 2015 at the Memorial Hall – Following exclusion of the Press and Public**

- F29.15      **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 12 January 2015 as a true record.

- F30.15      **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 12 January 2015.

**Meeting closed at 8.34 pm**