

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

27 July 2015

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

Present: Cllrs Gordon, Clarke, Breeze, Gouge and Keel.

In attendance: Emma Kay – Clerk.

F31.15 **ELECTION OF CHAIRMAN AND VICE CHAIRMAN** - In accordance with Standing Orders 2e Cllr Gordon **proposed**, Cllr Clarke **seconded** and it was **RESOLVED** that Cllr Parkhurst be elected as the Chairman of the Finance Committee.

Cllr Clarke **proposed**, Cllr Gouge **seconded** and it was **RESOLVED** that Cllr Gordon be elected to the position of Vice Chairman of the Finance Committee.

In the absence of Cllr Parkhurst Cllr Gordon chaired the meeting.

F32.15 **APOLOGIES** – Cllr Parkhurst (family commitment), Cllr Jones (holiday).

F33.15 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declaration beyond those recorded in accordance with the Code of Conduct.

F34.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

F35.15 **MINUTES** – Cllr Clarke **proposed**, Cllr Keel **seconded** and it was **RESOLVED** to accept the minutes of the Finance Committee meeting held on Monday 13 April 2015 as a true record.

F36.15 **MATTERS ARISING** – The Clerk reported the following matters arising from the minutes of the Finance Committee Meeting held on Monday 13 April 2015:

F60.14 Unfortunately the Clerk has had some problems with Scribe which has meant that the spot checks have not been done. These have now been resolved and the Clerk will update the spot check form to reflect the recent committee changes.

F64.14 The planters have been fitted to the posts on the Parade and have had very positive feedback from residents. The watering has been factored into the handymen's schedule.

F10.15 Cost code 154 has been created to hold the CIL money received and has been called 'Neighbourhood Fund'.

F23.15 The reallocation of the Leaf Project Funding will be discussed under Agenda item F39.15.

Signed.....

Date.....

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Cllr Keel asked about progress towards a new office computer, the Clerk assured him that she would be looking into it very soon.

Cllr Keel asked whether the Clerk could add something in her next Villager article to mention that the Parish Council were involved in the purchase of the planters on the parade. He was concerned that they had not been mentioned. **Action: Clerk.**

F37.15 **PAYMENTS** - Cllr Clarke **proposed**, Cllr Keel **seconded** and it was **RESOLVED** to approve the Parish Council to pay the invoices and direct debits presented to the meeting.

F38.15 **BANK RECONCILIATION** – The Clerk presented members with the bank reconciliation to the end of June 2015 and explained that the money for the roof repairs had yet to be transferred from the earmarked account into the working account.

Cllr Keel queried a bank transfer of £45,000 entitled Year Start, the Clerk explained that this was the funds allocated to the earmarked funds being transferred out of the working account.

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

F39.15 **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 first quarter of FY 2015/16 including some explanatory notes.

The Clerk reported that at the end of Quarter 1 there were no areas of concern.

Items to note are:

Cost code 5 – This cost code is overspent due to the removal and refit of the solar panels and the repairs to the container roof.

Cost code 28 – The new tractor had a service on arrival and had some additional work which has put this cost code over budget. It is anticipated that more expenditure will be required during the year for blade sharpening and the handbrake on the smaller tractor needs looking at. My advice would be to review this cost code at the next Finance Committee meeting, any overspend can be absorbed within the cost centre in the mean time.

Cost code 115 – Income on the Youth and Community Building is higher than last year, having almost reached the annual income for last year in the first 3 months.

Cost code 97 – This code is significantly overspent due to the cost of having the pavilion roof repaired. The Clerk referred Cllrs to her suggestions for reallocation of the Leaf Project Funding budget.

Reallocation of Leaf Project Funding Budget:

Cost code 131 Leaf Project Funding - £7,736.00

As agreed at the last Finance Committee Meeting the Clerk made the following suggestions for reallocation of the Leaf Project Funding budget:

Cost code 5 – Pavilion General Repairs - £1,000

Cost code 57 – Employer’s contribution to Pension (Handyman 2) - £1,236 - Handyman 2 has taken up the option to enrol for a pension following the recent automatic enrolment notifications.

Cost code 97 – Lythwood Pavilion Area - £5,500

The Clerk also suggested reallocating a further £4,100 into the Pavilion Area cost code from Cost code 98 – Community Woodland to recoup the cost of the roof. This will still leave £8,000 in this cost code.

The Clerk was pleased to be able to report that income in general is up by over £200 compared to this point last year, helped greatly by increased usage of the Youth and Community Building.

Cllr Keel asked the Clerk to do a comparison over what financial position the renewals fund is in compared to what it should be in accordance with the work he undertook in 2010 to work out the percentage increase each year for these cost codes. **Action: Clerk.**

Cllr Clarke wanted to remind councillors that whilst it was good that income was up at the Youth and Community Building it remained unpredictable and therefore could not be relied upon.

Cllr Clarke **proposed**, Cllr Breeze **seconded** and it was **RESOLVED** that the reallocations of the Leaf Project Funding be made in accordance with the Clerk’s recommendations.

Cllr Keel queried why the SALC subscription had increased. The Clerk reminded councillors that this cost code also included subscriptions to LCR, CPRE and Open Spaces.

Cllr Clarke asked whether the Post Office were now cashing cheques, the Clerk undertook to check with them. **Action: Clerk.**

F40.15

REVIEW OF PARRS POOL WALKWAY REPAIRS AND IMPROVEMENT

PROJECT – The Clerk gave the meeting a report reviewing the improvement works undertaken on the Parrs Pool walkway.

The report stated when the project was identified, the specification agreed and all the 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 acknowledged that completion of the work was delayed by inclement weather but that it was successfully completed in January 2015 exactly on budget and with no unexpected costs or variations.

The project has attracted positive feedback from residents especially as all trip hazards have now been removed and the new platform has enable better access to the water’s edge to wheelchairs and pushchairs.

The project was deemed a success and was completed within budget.

Cllr Keel stated that he thought this review process was an excellent way to look back over projects and provided an audit trail for future use, he congratulated the Clerk.

The Clerk was asked whether she could provide a list of contractors the Parish Council use and include the dates that current contracts expire for the next meeting.
Action: Clerk.

F41.15 **REVIEW THE FINANCE ROLLING PROGRAMME** – Cllrs considered and noted the Finance Rolling Programme.

F42.15 **ITEMS FOR NEXT MEETING** – The following items are to be scheduled for the next Finance Meeting:

Several items were discussed including a review of the costs to print and deliver meeting paperwork compared to the cost of an electronic device for each councillor but nothing was actually confirmed for the next meeting.

Cllr Keel informed the meeting that CPALC made recommendations of what should be included on a Parish Council's website. He also stated that his membership of CPALC was due to be renewed and cost £50. Cllr Clarke **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** that this discussion be deferred to a future meeting.

F43.15 **EXCLUSION OF THE PRESS AND PUBLIC** - Cllr Keel **proposed**, Cllr Breeze **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 8.14 pm

Meeting closed at 8.16 pm

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

F44.15 **CONFIDENTIAL MINUTES** - It was **proposed** by Cllr Breeze, **seconded** by Cllr Keel and **RESOLVED** to accept the confidential minutes of the Finance Committee meeting held on Monday 13 April 2015 as a true record.

F45.15 **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 April 2015.

Meeting closed at 8.16 pm