

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

11 November 2015

Draft Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 26 October 2015 in the Memorial Hall.

Present: Cllrs Parkhurst, Gordon, Clarke, Jones, Gouge and Keel.

In attendance: Cllr Ms Candy and Emma Kay – Clerk.

F46.15 **APOLOGIES** – No apologies all committee members present.

F47.15 **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declaration beyond those recorded in accordance with the Code of Conduct.

F48.15 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

F49.15 **MINUTES** – Cllr Jones **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** to accept the minutes of the Finance Committee meeting held on Monday 13 July 2015 as a true record.

F50.15 **MATTERS ARISING** – The Clerk reported the following matters arising from the minutes of the Finance Committee Meeting held on Monday 13 July 2015:

F60.14 A revised spot check form was included with the set of minutes and should be retained by councillors. The Clerk will agree a mutually acceptable date prior to undertaking the spot check with each councillor.

F39.15 The reallocation of the Leaf Project funding amount of £7,736 has been completed in accordance with the decision made at the last Finance Committee meeting.

Cllr Clarke queried where the money had been allocated from the Leaf Project Funding cost code and the Clerk directed him to the minutes of the last meeting which included the details.

F40.15 Cllr Keel requested a list of contractors with their contract expire dates be produced for this meeting, unfortunately the Clerk has been unable to do this within the timescale. I would like to suggest it be reviewed in accordance with the Financial Rolling Programme in January or February.

F51.15 **PAYMENTS** - Cllr Jones **proposed**, Cllr Gordon **seconded** and it was **RESOLVED** with **1 Abstention** to approve the Parish Council to pay the invoices and direct debits presented to the meeting.

Cllr Keel queried how much more money was going to be spent on the Youth and Community building as he believed it had been capped at £1,000. The Clerk explained that the recent expenditure had been for a necessary repair and that the

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previous amount had been specifically allocated to repair the guttering and internal improvements.

The Clerk was asked to annotate future bowling green expenditure with an asterisk and state that the Parish Council pay these bills on their behalf.

F52.15 **BANK RECONCILIATION** – The Clerk presented members with the bank reconciliation to the end of September 2015 and Cllrs noted the Bank Reconciliation as a true and accurate record.

F53.15 **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 second quarter of FY 2015/16 including some explanatory notes.

The Clerk reported that at the end of Quarter 2 there were no areas of concern.

Items to note are:

Cost code 5 – This cost code is slightly overspent but can be covered by the cost centre totals.

Cost code 28 – This is overspent due to the services required on the new tractor. It is currently in for further work and to have the blades sharpened on the gang mower attachment, the Clerk has yet to receive a quote for this but it is expected to be more than £500. Councillors can consider reallocation from another cost code although the overspend can be absorbed within the cost centre.

Cost code 51 – This cost code has gone slightly over due to the additional purchase of protective clothing and application equipment to apply the Finale.

Cost code 75 – This code is overspent due to the cost of the insurance for the new tractor which was not budgeted for in the original precept settings.

The Leaf Project Funding cost code has been deleted and the funds reallocated in accordance with the last meeting of the Finance Committee.

The Clerk also included a comparison of cost codes from the renewals fund to compare where they are now to where they should be utilising the figures agreed to increase the cost codes in 2010. The comparison included information about money already spent and the majority of cost codes were showing more than they would have done using the agreed figures.

The Clerk explained that as the bank carry forward figure has remained healthy over the past three years and new cost codes have been created for renewals that it has been possible to allocate to all codes without increasing the precept and on the whole more than the recommended allocation.

F54.15 **COST COMPARISON BETWEEN COPYING MEETING PAPERWORK AND THE PURCHASE OF FIFTEEN I-PADS** – The Clerk and Cllr Keel gave councillors information on research undertaken into replacing meeting paperwork with an I-Pad, or something similar, for each councillor.

Following a brief discussion the Chair reminded councillors that there remained a legal requirement for the Clerk to produce meeting paperwork for all Parish Council members and that therefore it was not a viable option at the moment.

Cllr Ms Candy suggested looking into leasing equipment should it become an option as they not only maintain the equipment it is also updated as required.

Other considerations of changing to electronic working would include the purchase of relevant software, training for council members, purchasing a sufficient wi-fi connection and obsolescence of equipment, this led to it being an unpopular option for the majority of the council members.

The further consideration of using a projector for the Agenda and other relevant documents was more popular with councillors. Cllr Keel **proposed**, Cllr Parkhurst **seconded** and it was **RESOLVED** that the Clerk examine the costs of purchasing an LED projector and a laptop to operate it, liaising with the Memorial Hall in the process. The Clerk was asked to keep the committee informed of any changes in legislation concerning meeting paperwork. **Action: Clerk.**

F55.15 **REVIEW THE FINANCE ROLLING PROGRAMME** – Cllrs considered and noted the Finance Rolling Programme.

F56.15 **ITEMS FOR NEXT MEETING** – The following item is to be scheduled for the next Finance Meeting:

1. Review of the purchase of the new tractor and associated storage costs.

F57.15 **EXCLUSION OF THE PRESS AND PUBLIC** - Cllr Jones **proposed**, Cllr Gordon **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 8.01 pm

Meeting closed at 8.04 pm

Draft Minutes of the Finance Committee Meeting held at 7.30 pm on Monday 26 October 2015 at the Memorial Hall – Following exclusion of the Press and Public

F58.15 **CONFIDENTIAL MINUTES** – There were no confidential minutes of the Finance Committee meeting held on Monday 13 July 2015.

F59.15 **MATTERS ARISING** – The Clerk advised the Finance Committee that there were no confidential matters arising from the Finance Committee meeting held on Monday 13 July 2015.

Meeting closed at 8.04 pm