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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Fred Jones**

**3 April 2017**

**Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 9 January 2017 in the Memorial Hall.**

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| **Present**: | Cllrs Parkhurst (Chairman), Keel; Clarke, Ms Candy; Jones and Gouge |
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| **In attendance:** | Caroline Higgins Clerk. |

**F1.17** **ELECTION OF VICE CHAIR –** It was resolved unanimously to elect Cllr Keel to the office of vice chairman to hold office until May 2017.

**F2.17 APOLOGIES –** None, all present

**F3.17** **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** –Cllr Clarke stated his wife was employed as the key holder at Long Meadow and that he was the Parish Council representative for Bayston Hill Crown Green Bowling Club. No other declarations beyond those recorded in accordance with the Code of Conduct.

**F4.17** **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

**F5.17** **MINUTES OF PREVIOUS MEETINGS**

* The minutes of the Finance Committee meeting held on 17 October 2016 were approved unanimously as a true record.
* The minutes of the joint meeting of the Finance and Amenities Committees were unanimously approved as a true record.

**F6.17** **MATTERS ARISING** – None

**F7.17 BANK REVIEW -**  The Clerk confirmed that she was awaiting the return of the signed bank mandate before completing the opening of the new current account with Unity Bank. **(Action: Cllr Parkhurst)**

**F8.17 BANK RECONCILIATION –** The Clerk tabled a spreadsheet showing the current financial position and identified a duplicate payment to the PWLB which was noted by the committee and to be resolved by the Clerk. **(Action: Clerk).**

The Chairman then proposed that the bank reconciliation be approved. This was resolved unanimously and the chairman signed the spreadsheet and bank reconciliation.

**F9.17** The Clerk explained that a recent review of earmarked reserves had identified that the allocation of earmarked reserves approved in 2014/15 had not been allocated to the relevant cost codes within the relevant year. It was noted that the earmarked reserves for asset renewals were not therefore at the target levels. She thanked Cllr Keel for his assistance with the review of reserves and recommended that the appropriate sums be transferred into the reserves to restore the reserves to the expected levels.

The Committee then noted and unanimously approved the nett position by cost centre as presented on the summary spreadsheet.

**F10.17 BUDGET 2017/18 –** The Clerk tabled a colour coded budget worksheet for review.

**ASSET RENEWALS** - The Committee unanimously approved the recommended allocation for 2017/18 Asset Renewals *en bloc* to line 122, Page 2; totalling £3925.00; bringing the sub-total reserve of into line with the target levels identified during the recent review by the Clerk and Cllr Keel. **(Action; Clerk)**

**EARMARKED RESERVE ACOUNTS** – The Committee reviewed the existing reserve funds and resolved the following adjustments to improve clarity:

Combine cost codes 95 (Lythwood Playing Fields) and & 96 (Cricket) into a single cost code (Future Sports Projects). It was resolved to keep separate cost codes for maintenance of the BMX Track (138) and Skate Park (139).

The Committee resolved unanimously to combine reserve 98 (Community Woodland) with reserve (104) for Parrs Pool in a new joint reserve, subject to confirmation it had satisfied its Forestry Commission Grant obligations with respect to tree planting.

Road repairs – The Clerk suggested that reserves 103 Common Highways Repairs and 134 Lythwood Road repairs be combined as a single reserve. Cllr Parkhurst explained that some residents living around The Common were required to contribute to repairs of the Common road and therefore proposed the reserves be kept separate. It was noted that the Common bank account had traditionally been used to receive contributions from those residents and keep them separate from other parish funds. It was unanimously resolved to retain the separate bank account for Common contributions and to keep a separate cost code for each road.

Code 137 Future Projects – It was proposed by Cllr Keel that this code be renamed as Building Projects and be combined with codes 120 Longmeadow Toilets; 136 Youth and Community Building; 135 Parish Office and 137 Oaklands site. Following a discussion it was resolved unanimously to combine the total sum into a single cost code but to retain a separate record of the sums allocated to each building.

Code 154 CIL Neighbourhood Fund – The Clerk was asked to request an estimate of the Neighbourhood Fund to be allocated to the Council during 2017/18. **(Action; Clerk)**

The Committee resolved unanimously to approve the adjusted Earmarked Reserve sub-total allocation of £3,675 for 2017/18 shown at the bottom of page 3.

**PRECEPT RESERVE –** The Committee confirmed that the Precept Reserve level had been set by Full Council at 4 months revenue expenditure and then approved an increase in the Precept Reserve Account to £60,000, reflecting the anticipated increased expenditure in 2017/18.

**SUPPORT FOR SHROPSHIRE COUNCIL SERVICES** – The Committee noted that the actual costs for running Bayston Hill **Library** were still awaited but confirmed that the £28,040 allocation under cost code 155 was the maximum sum to be allocated to this expenditure in 2017/18.

The Committee confirmed an allocation of £8,656 under cost code 156 for maintenance of **Lyth Hill Country Park**, subject to the approval of a Service Level Agreement by the Council.

The Committee then resolved unanimously to approve the recommendations on page 4 *en bloc*.

**ADMINISTRATION** – The Committee resolved to delete code 73 Community Safety Fund

**Code 74** – SALC / NALC Subscription – The Committee recommended that this expenditure be reviewed by the full Council and requested a service matrix and comparison with private organisations that might offer a similar service**. (Action: Clerk)**

**LOAN REPAYMENTS** – The Committee approved the reduced allocation of £650 on the understanding that an overpayment had been made in 2016/17 which would need to be adjusted in 2017/18.

The Committee resolved unanimously to approve Page 5 of the worksheet.

**TRACTORS AND MOWERS –** The Committee resolved unanimously to approve £1,000 for repairs and maintenance to service two tractors.

Code 29 – Diesel for Tractor – It was resolved to approve the allocation of £600 for diesel for tractors and to investigate building a suitable bund for bulk storage of diesel at the pavilion, for consideration at a future agenda **(Action; Amenities Committee)**

**GENERAL CLEANING, REPAIRS & MAINTENANCE / STREET FURNITURE –** The Committee approved the allocations on page 6 of the worksheet.

The Committee resolved that a nominal allocation of £200 be provided for Vehicle Activated Speed signs, Code 125 whilst the value of the fund is reviewed by the Amenities Committee **(Action; Amenities Committee).**

**GRANTS** - The Committee resolved to close code 130 Queen’s Diamond Jubilee Event cost code and to open a new code for **Parish Plan Grant Expenditure.**

**LYTHWOOD SPORTS COMPLEX –** The Committee resolved unanimously to allocate all sports income to the **INCOME** Cost Centre (Page 1 of the worksheet) and to budget for 50% of the expected income. The Committee resolved to combine a number of codes under code 8 – Stanley Parker Playing Fields Maintenance Programme with an overall reduction of £300 against the cost centre.

**BOWLING GREEN MAINTENANCE –** The Committee resolved to allocate £1,500 for bowling green maintenance, the remaining costs to be recovered from the bowling club at the year end, supported by invoices. Cllr Clarke abstained, having declared his Disclosable Pecuniary Interest.

**COMMUNITY OPEN SPACES / ALLOTMENTS / FLORAL DISPLAYS –**The Committee resolved unanimously to retain a cost code for allotments but to allocate a zero budget. (Code 14).

Code 23 Glebeland General Maintenance; Code 24 (Parrs Pool General Maintenance) and Code 26 (Community Woodland General Maintenance) - It was resolved by the Committee to combine these budgets under Code 26 Tree Maintenance and to increase the overall budget to £3,250 to enable contractors to be used to keep all areas tidy. The Committee approved the remaining allocations on Page 8 and 9 in this cost centre.

**RENTS, RATES AND UTILITIES** – The Committee resolved to approve the proposed allocations on Page 9.

**ROAD REPAIRS** – The Committee approved the allocation of £500 for Code 134

**STAFF COSTS (Pages 10 and 11)**– The Committee noted the savings predicted from the pensions budget and approved allocations of £44,610 for staff salaries, including a new cost code for a third part time handyperson (10 hours / week) and a reduction in hours for handyperson 2 to 10 hours / week; Staff Mileage/PPE allocations £750; Employer’s Pension Contributions & NI allocations - £6970;

**STREET LIGHTING** – Allocation of £26,300 approved by the Committee to include £8,000 for the replacement of 20 existing lanterns with energy efficient LED lanterns.

The Committee further recommended unanimously that any unallocated funds arising from the 2016/17 budget be set aside in a reserve towards the replacement of street lights and the maintenance of trees and woodlands, subject to the approval of Full Council.

The Committee finally approved the global figure shown on page 12 for recommendation to full Council.

**F11.17 PAYMENTS –** The Committee resolved unanimously to approve the schedule of payments tabled by the Clerk.

**F12.17 FINANCE ROLLING PROGRAMME –** The Committee resolved to recommend that the Council undertakes an annual Review of the Effectiveness of Internal Controls and that this be added to the next Full Council agenda (**Action; Clerk)**

**F13.17 5-YEAR STRATEGY –** It was resolved that the Clerk contact the Chairs of committees to arrange a meeting to discuss the strategy.

**F14.17 EXCLUSION OF THE PRESS AND PUBLIC –** At 9:25pmCllr Keel **proposed,** Cllr Jones **seconded** and it was **RESOLVED** to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss confidential matters, which are recorded elsewhere.

**F15.**17 **CONFIDENTIAL MINUTES** – It was resolved unanimously to approve the confidential minutes of the meeting held on 17 October 2016.

The Chairman thanked the Clerk and Cllr Keel for preparing such a detailed budget.

**Meeting closed at 9:37 pm**