

Minutes of the meeting of the Finance & General Purposes Committee

Held on 1st Oct 2012 at 7.30 pm in the Bush Room

Present: - Cllrs. Terry Hunt (TH) (Chairman), John Cutland (JC), Hannah Richmond (HR), Bernard Willcox (BW), Phil Squires (PS), Brian Lee (BL)
Bob Phillips (Clerk),

1. Apologies accepted for Absence

2. Evacuation Procedure

Evacuation procedures were noted.

3. Public Participation

None

4. Declaration of Interests

None

5. Minutes of meetings held on 6th Aug 2012 and Matters Arising

Resolved: The Minutes of the meetings held on 6th Aug 2012 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. ***F120806-1 to discuss with members of the AAA and the landowner the problems of accessing the allotment site. Action to be reported to the FP&A Committee. Action to Clerk***

On site discussions had been held with the landowner, members of the AAA and one grounds contractor.

The landowner had approved drainage works and a stone overlay of the access track.

Several options were under consideration including mechanically removing the top layer of clay and any extremely wet areas and laying a 1m x 80m rolled stone path. One estimate for this work was £3k.

TC requested that this item was discussed at this meeting as any council expenditure would have to be approved here.

After discussion it was agreed that some action was essential but the Clerk was requested to explore all options especially those of reduced costs. It was further agreed that subject to satisfactory estimates for the work the F&GP committee would "rubber-stamp" their approval.

Action Closed

5.2.2. ***F120806-2 to discuss with the landowners and SG PROW Footpaths Officer the poor condition of footpath OAN25 from Forty Acre Lane. Action to Clerk***

The Footpaths Officer had agreed to carry out some remedial work subject to gaining "wheelbarrow" access. The landowners had agreed. Action Closed.

5.2.3. ***F120806-3 to book two places on the Sept 4th session "Localism Part 1." Action to Clerk***

Attendance made. Action Closed

5.2.4. ***F120806-4 to seek an informal view of the process and cost for a possible extension of the Youth Centre car park lease. Action to Clerk***

Ongoing (1/10/12)

5.2.5. ***F120806-5 to check for insurance cover for employee sick absence. Action to Clerk***

The Council Insurance did not include cover for employee sick absence.

6. Matters Arising from Committee reports

- 6.1. Planning Committee – none
- 6.2. Footpaths & Allotments Committee - none
- 6.3. Playing Fields & Open Spaces Committee - none

7. Financial Reports

All reports are filed separately and not included in meeting notes.

7.1. August 2013 Monthly Finance Reports

Following a great deal of consultation with the suppliers of our Finance Software, the Clerk has been able to arrange the reports to better reflect the actual financial status of the Council. This is particularly apparent with the reporting of Reserves.

Budget reports (Detailed Receipts & Payments by Budget Heading) show the detail of the Ear Marked reserves and total £43,836. This figure is now reflected in the Account Balance Report.

Accounts Balance Report – The **Reserve Balances** are defined as:

Current Year Fund – This is the difference between the Receipts and Payments within the current year only.

General Reserves – This is the balance left after the Ear Marked Reserves are subtracted from the opening balance at the start of the financial year.

If added together, the Current Year Fund and General Reserves can be defined as the current Surplus for the year. Care must be taken over making judgements using this figure alone as it takes no account of future receipts and payments for the year.

Ear Marked Reserves – By using the tools provided within the finance system, it will be possible to maintain this figure at the level expected throughout the year as reserve funds are used for specific expenditure.

Current Financial Status

Using the August 2013 Reports the overall financial position of the Council can be defined as:

Current Year Fund	9,256.63
General Reserves	<u>10,470.09</u>
<i>Surplus for Year to date</i>	19,727.26
Committed expenditure (as estimated 31/8/12)	<u>-28,412.00</u>
	-8,684.74
2 nd Precept payment (due 28/9/12)	<u>23,673.00</u>
Estimated end of year surplus.	14,988.26

Nb. This is a very rough calculation as it takes no account of future income or expenditure not included in the committed expenditure.

Resolved: The financial reports as presented were accepted as accurate.

8. Financial Matters

8.1. 2013 Grant Aid

Early applications were discussed for information only. The closing date for applications to be delivered to the Parish Office is Friday 19th October.

8.2. 2012 Risk assessment

A preliminary review by the Clerk was distributed to the committee for consideration at the next meeting.

9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

9.1. Payments authorised on September 6th by Cllrs John Cutland & Mike Webb

Details	Chq. no	£
Dog Bin Emptying	2126	173.81
Tree Survey	2127	300.00
Play Equipment Mtce	2128	1479.12
Photocopy Services	2129	16.48
Grounds Maintenance	2111	1094.90
Total expenditure		3064.31

9.2. Payments authorised on September 26th by Cllrs John Cutland & Terry Hunt

Details	Chq. no	£
Cemetery Rates	DD	54.00
B&Q – Paint for Goalposts	2131	58.41
Broadband to Sept 30	2132	26.40
Code of Conduct training	2133	60.00
Insurance Premium	2134	2865.42
Litter Bin Emptying	2135	47.68
Memorial Bench	2136	936.00
Land Registry Fee	2137	50.00
Salary – Insp/Bus Clean	2138	292.40
Salary – Cemetery Caretaker	2139	86.83
Salary & Exp – Clerk	2140	1149.09
Tax & NI Payments	2141	1676.56
Relief Playground Insp/Clean	2142	268.90
Total expenditure		7571.69

9.3. Payments authorised by Cllrs John Cutland & Mike Webb

Details	Chq. no	£
Installation of memorial bench	2143	200.00
Grounds Maintenance	2144	1010.90
Photocopy Services	2145	8.33
Total expenditure		1219.23

9.4. Recent Receipts available at meeting

None

10. Policy Documents

10.1. Financial Regulations

A revised draft of the Financial Regulations had been previously distributed. The changes made were:

- Minor changes to correct indexing
- Change to paragraph 13.3 re. naming of funds
- Addition of paragraph 17.3. re. asset register.

The document was reviewed and agreed for authorisation.

Resolved: Financial Regulations Draft 4 (1-Sep-12) now Issue 3 approved.

11. Correspondence

None

12. Any other business

- 12.1. Request from Alveston CC for reduction in charges for 2012 season. After some discussion it was agreed to reduce the Annual Field Hire fee by £50 for the lack of availability on 2nd June and a further £26 as a donation to Alveston CC.

Resolved: To reduce the Alveston CC fee by £50 and a further £26.

- 12.2. Village of the Year Presentation – Suggestion from Community Forum for event prior to November PC meeting at 6.00pm.

Resolved: To cancel the planning meeting on 19th Nov and support the VotY presentation at 6.30pm.

- 12.3. Authorisation of tree purchase/planting and memorial plaque for Henry Charles Allen as agreed in correspondence between Cllr Alison Peters and the Allen

Resolved: To fund the provision of a memorial tree and plaque for Henry Charles Allen.

The meeting was closed at 8.23pm.

**The next meeting of the Finance and General Purposes Committee is on
Monday 5th Nov at 7.30pm.**