

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 3<sup>rd</sup> November 2014 at 7.30 pm in the Bush Room

**Present:** - Cllrs. Terry Hunt (TH) (Chair), James Sumner (JS), Marcus Fry (MF), Steve Blick (SB), Mike Webb (MW)  
Graham Smith (Clerk)

### 1. Apologies accepted for Absence

Alison Peters (AP)

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

None

### 4. Declaration of Interests

None

### 5. Minutes of meeting held on 6<sup>th</sup> October 2014 and Matters Arising

#### 5.1. Approval of The Minutes of the meeting held on 6<sup>th</sup> October 2014

**14.068 Resolved:** The Minutes of the meetings held on 6<sup>th</sup> October 2014 were approved and signed by the Chairman

#### 5.2. Matters Arising

(Clerk) provided members with a financial spreadsheet for transactions relating to the Alveston Walking Calendar (Action F141006-1) which showed the financial position of the walking calendar as it relates to Parish Council finances and informed members that an invoice will be raised to the Alveston Community Forum for £312.22 to offset the cash advance provided for the printing of the calendars. £50 remains outstanding from The Fox Inn which despite reminders has not been forthcoming.

**F141103-1:** Raise invoice to community forum for £312.22 to offset the cash advance provided for the printing of the calendars.

**Action to Clerk**

#### 5.3. Outstanding Actions - None

### 6. Matters Arising from Committee Reports

#### 6.1. Planning Committee – (MW) none

#### 6.2. Footpaths & Allotments – (MF) informed members that discussions had taken place relating to Dog Bins and will be discussed and resolved at the next Footpaths & Allotments meeting.

#### 6.3. Playing Fields & Open Spaces Committee – (JS) none

### 7. Financial Reports

#### 7.1 Finance Report for October 2014

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

**14069 Resolved:** The financial reports as presented were accepted as accurate.

(Clerk) informed councilors that further to Resolution 13.054 where an application of £53,108 precept was to be made to South Gloucestershire Council with an additional £2,198 LTCS grant (Clerk) completed SGC Section 41 Notification by adding both payment requests together on the understanding that the total payment be made by SGC in two equal installments. This was an inaccurate assumption with the result that The Parish Council has received an overpayment of £2,198 in precept. (TH) recommended that as this money was received through Parish residents that the sum should be taken into account when applying for the 2015/16 precept and that SGC finance should be informed.

**F141103-2:** Inform the SGC Finance Department of the Precept overpayment.

**Action to Clerk**

#### Current Financial Status (Half Year)

Using the September 2014 reports the overall financial position of the Council can be defined as:

Current Year Fund	7,382
General Reserves	<u>18,123</u>
<i>Surplus for Year to date</i>	<i>25,505</i>
Committed expenditure (as estimated 30/9/14)	-12,010
Wages & Salaries	-9,278
Approved goods not yet invoiced	<u>-3,240</u>
* <i>Outgoings for 2<sup>nd</sup> half of year</i>	<i>-24,528</i>
2 <sup>nd</sup> Precept Payment	28,752
<b>Estimated end of year surplus</b>	<b>29,729</b>
<i>(Precept overpayment)</i>	<i>-2,198</i>
<b>Cumulative Year Surplus</b>	<b>27,531</b>

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

(Clerk) informed members that the internal auditor recommended a surplus of the equivalent to 6 months precept could be held in the Councils Current account and (Clerk) recommended that the forecast surplus be retained in the Bank of Ireland account.

## 8. Financial Matters

### 8.1. 2014/2015 Grant Aid

**14070 Resolved:** The committee recommends that the Parish Council makes the following Grant Aid awards for year ending 31-March-2014

- Alveston Youth Centre - £250
- Alveston Litter Busters - £173.40
- St Helens Preschool - £100
- 4 Towns & Vale Link Community Transport - £50
- Helmet - £250
- St Helens Church - £100
- Marlwood School - £50

Royal British Legion - £75 (previously approved)

2014/15 Grand Aid Total - £1048.40

8.2. Financial Budget 2015/16

(Clerk) presented the 1<sup>st</sup> Draft of the 2015/16 Financial budget based on a 2.5% increase in costs and 3% increase in receipts and the previous year's Precept and LTS application. (TH) recommended that the Chairs of Committees review this and direct questions / queries to (Clerk) with a view to approve at next F & GP meeting.

**9. Authorisation of Payments**

9.1. Payments made 3<sup>rd</sup> November 2014 - Payments signed by Cllrs Mike Webb & Marcus Fry

Details	Ref.	£
Grounds Maintenance Contract - Oct	2485	1176.20
Expenses – Line Paint/Stationery etc	2486	52.80
Holiday Cover/Bus Shelter Clean	2487	98.71
Total Payments		£1,327.71

## 9.2. Recent receipts

Details	Ref.	£
Precept / LCTS	T/fer	28751.83
Line Rental Refund	Inc2422	79.05
Total Receipts		£28,830.88

**10. Correspondence**

None

**11. Any other business**

None

Meeting Closed – 20.25

**The next meeting of the Finance and General Purposes Committee is on Monday 1<sup>st</sup> December at 7.30pm.**