

Minutes of the Finance and general purposes committee held on Thursday 23 October 2014 at 7.45pm in the meeting room at the Institute.

Present: Councillors Barber, Bowell, Gilbert, Pelling, J.Stevens, T.Stevens and Wallis, also the Parish Clerk.

AGENDA

- 35.14** **To receive apologies of absence**
Cllrs. Dilks and Shinkins
- 36.14** **To receive declarations of interest, if any.**
None
- 37.14** **To adopt the Minutes of the previous meeting held on Thursday 24 July 2014 (enclosed)**
Proposed by Cllr. T Stevens seconded by Cllr. Gilbert agreed and signed
- 38.14** **To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**
- 39.14** **None**
- 40.14** **Internal Audit issues, if any – The Internal Auditor has undertaken some procedural checks and is pleased to say that some of the points she mentioned in her report in May 2014 are improving. There is still a need to reinforce that it is a requirement for all requests for payments (whether by cheque, standing order, direct debit or bank transfer) to be authorised by two signatories.**
Cllr Pelling agreed to mention this at the beginning of full council next Thursday and the Clerk was asked to check the invoices the day after and request any guilty party to call into the office to complete the task. It was agreed that Clerk would report back to future F&GP meetings as to whether the situation had improved.
- 41.14** **To receive a report of the Council's budget for 2014/15**
The Clerk introduced the paperwork provided which showed the income and expenditure up to 30 September 2014. All major variances were explained, which included miscellaneous income, professional fees, Jubilee park, bus shelter repairs expenditure. Cllr. J Stevens

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proposed that some of the unspent noticeboard/street lighting budget should be used to replace the notice board at the allotments. This was seconded by Cllr. Bowell and agreed by all.
- 42.14**
- To receive and agree the budget recommendations made by committees (see attached), and make a recommendation that they are approved at full council on Thursday 30 October 2014.**
The Clerk introduced the attached budget recommendations from 4 committees and a discussion took place to explain how they had been arrived at and to clarify what they covered.
- 43.14** **The Clerk was asked to check - prior to the full council on Thursday 30 October 2014 - the transport figures to see if a budget was required to pay for the reactive speed sign and to ask the Chair of Youth and Community if a budget was required for fencing at the skate park. Clarity would also be sought from Cllr Blessett and Cllr. Gamble about whether the footbridge fund 2014/15 was to be ring fenced for future use. Cllr. Barber suggested the figure for the river bank maintenance should increase to include an additional cut if required.**
- 44.14**
- To discuss and agree all other budget estimates, and make a recommendation that they are approved at full council on Thursday 30 October 2014.**
- 45.14**
The Clerk confirmed that some income and expenditure amounts needed to be altered
Income
allotments income to increase to £2500 due to increase in split plots and first time tenants payment
parish paths income to decrease to £300 due to grant being halved
play scheme income to decrease to zero as not guaranteed and has decreased over the past few years
Expenditure
Salary expenditure to increase by £3000 to budget for annual increments due to the Clerk and Assistant Clerk in April 2015 and any additional hours payments

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46.14

AGM budget to increase to £350 to budget for additional expenses due to extra nomination categories being introduced. It was decided that headings such as Library fund and noticeboards/street lighting would be discussed and agreed at full council on Thursday 30 October 2014.

To receive an update regarding banking issues.

1. **Three tier authorisation of online payments**

The Clerk confirmed that application forms to open an account that offered this facility had been obtained. All agreed that they should be completed in accordance with the decisions made at previous meetings.

2. **Approving a debit card**

Cllr. Bowell volunteered to review the information that the Clerk had received to see if a daily limit could be placed on the card. A discussion took place about the requirement to have petty cash especially as the parish council now had a number of other payment options.

To receive an update regarding employees contractual changes.

Cllr. Wallis advised that the HR advice he had received suggested that payment of additional hours at plain time was acceptable under the current employment contracts. The Clerk was asked to check the wording of the staff's contracts.

To receive an update regarding pension issues.

The Clerk confirmed that advice had been sought from LCC Pensions regarding what discretionary policies the parish council were required to complete. It was agreed that guidance should be obtained from this individual rather than an independent financial adviser who may not be familiar with the LGPS. She also advised that she had booked a place on a LALC pensions seminar on 26 November 2014.

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The Clerk advised that she felt that some of the required policies relating to the parish council were either not in place or had not been reviewed for a considerable time. Cllr Pelling advised that he would forward anything he had that had come out of the HR review which took place at the beginning of 2013. The Clerk confirmed that she would pull together all the documentation she could find in the office and speak to LALC for advice as to what policies the parish council should have in place. It was agreed that an additional F&GP meeting may need to be called to progress this further

**Date of next meeting – Thursday 20
November 2014 at 7.45pm**

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Cemetery **Budget 2014/15**

Grounds maintenance	£8080
Miscellaneous	
Rates	£250
New Cemetery reserves	£1000
Total	£9330

Transport **Budget for 2014/15** **Budget for 2015/16**

Bus shelter cleaning	£750	£750
Safety campaign	£0	£500
Bus shelter repair	£4500	£250

Total £5250 **£1500**

Youth and Community **Budget for 2014/15** **Budget for 2015/16**

Grounds maintenance	£2000	£915
Repairs & Misc.		£1085
Play scheme	£3500	£4000
Youth worker	£5000	£5000
Improvements to Woody Heights	£5000	£5000

Total £15500 **£16000**

Allotments, footpaths & open spaces **Budget 2014/15** **Budget 2015/16**

Allotments & footpaths maintenance & misc.	£4000	£5000
Trees, hedges, bulbs & wildflowers	£300	£400
River band maintenance	£900	£1370
Jubilee Park	£1000	
Footbridge fund	£5000	£1400
DSJ in Bloom	£1000	£500

Total £12200 **£8670**

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