

Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 10th January 2012 commencing at 7.30 p.m.

Councillors present – Mr. M Pepper (Chairman), Mrs. P. Brooks, Mr. I Davies, Mr. V Davies, Mrs. W Hinder and Mr. G Smith together with the Clerk.

1. **Apologies and non-attendance.**
None as all members were present.
 2. **Declaration of Interest or Lobbying.**
None.
 3. **Minutes of the meeting of 15th November 2011.**
Cllr Vic Davies was of the opinion that part of minute 12.1 was incorrect. Members received the information that the Clerk had checked her notes of the meeting which supported the minute. After lengthy discussion a named vote on the accuracy of minute 12.1 was taken and it was **agreed** that, as far as could be recalled, it was an accurate reflection of the discussion. Voting was: Accurate -Cllrs Ivor Davies, Cllr Hinder, the Chairman; Abstaining Cllrs Brooks and Smith; Inaccurate Cllr Vic Davies. The minutes of the meeting were **signed and agreed** as a correct record. In view of issues raised in the discussion it was **agreed** (Chairman and Cllr Vic Davies abstaining) that the Clerk would produce a report to clarify the way the grant was paid to allow a review of current procedure and policy. Draft report to be supplied to Cllr Vic Davies to allow a response for the agenda. **Action** – Clerk.
 4. **Matters Arising.**
 - 4.1 Minute 2355/5.1 Accounting software. Members to receive an introduction to the system.
 - 4.2 Minute 2355/5.2 Bad Debt. Members received the information and it was **agreed** that there would be a 'watching brief'.
 - 4.3 Minute 2356/11.2 Independent Internal Auditor. **Noted** Mr. Funnell had agreed to continue for the financial year 2012/13.
- No members of the public were present so the meeting was not adjourned.
5. **Financial report.**
 - 5.1 **Noted** and **accepted** Income/Expenditure report of 3rd January 2012.
 - 5.2 Reconciliation of accounts report of 3rd January 2012. It was **noted** that the report did not reconcile by £28.72 but it contained an audit trail to the explanation on the Co-operative statement. Members checked the audit trail to and explanation on the statement and were satisfied that action had been taken to resolve the discrepancy which would result in reconciliation in the next bank statement.
The reconciliation of accounts were **received and signed off as being accurate.**
Noted the explanation that the expenditure in Code 29 was high as a payment (not marked as such) from 2010/11 year had been included.
 - 5.3 **Noted** Clydesdale Bank 3 month investment bond expires 21st February 2012. After discussion it was **agreed** that the Clerk would advise members of interest rates nearer the expiry date but in principle, to mitigate risk, that the amount be reinvested. Should the investment rate have dropped dramatically then the issue of whether to stay with Clydesdale Bank would be considered at the next meeting.
 - 5.4 Members **noted** that the next Independent Internal Audit was booked for 9th February 2012.
 6. **2012/2013 budget.**
Members **received** the draft budget. Concern was raised over the amount of funds being withdrawn from reserves and an explanation was given. Members **agreed** the Chairman's narrative. Members raised a number of issues relating to the budget resulting in the following:

- 6.1 Environment Committee grants (ref. 3.2 – 3.5) to be moved to the Finance Committee budget. This was an administrative move that did not change the amounts paid. The Walderslade Woods Group report would still be placed before the Environment Committee.
- 6.2 Estates Committee – whiteboard. Cllr Vic Davies queried why this had not been included in the Estates Committee budget. The Clerk notified members that a report was being sent back to Estates as this project might not be feasible and rather than have an unachievable project included in the budget she was suggesting that if it can go ahead then the Finance Committee be approached for an allocation from the contingency budget.
- 6.3 Estates Committee padded chairs. The Clerk notified members that she had thought this had been included in the budget but could not locate it. Cllr Vic Davies confirmed that he had thought it had been included. **Noted** if this had been missed off then an application would be made to the Contingency Fund.

In view of the changes it was **noted** that the budget paperwork would need to be reissued and the narrative amended.

“The budget is recommended to the Parish Council and that a precept of £81,916 be set” was proposed by the Chairman and **unanimously agreed**.

7 **Setting up on line statement access with HSBC.**

Received the report and request to set up on-line access, with no ability to make any transactions. The Clerk confirmed that 2 signatories would be required to authorise the bank to set up access and that the restrictions on any transactions would be clearly shown or stated on the document that they would sign. **Agreed**, proposed Cllr Ivor Davies seconded Cllr Hinder, that this be progressed.

8 **Outstanding Time off in Lieu.**

Details were submitted and **noted**.

9 **Policy and procedures reviews and adoption.**

- 9.2 Review of Policy and Procedures timetable for reviews. It was **agreed** that the Grounds Maintenance review in September was now no longer required by the Finance Committee as the Estates Committee was responsible for the contract.
- 9.3 Committee review of Financial Regulations. Members considered the document and made some minor adjustments that improved clarity and presentation. Additions were made to various items to include reference to Direct Debits and Standing Orders. **Agreed** amended document to be provided to Parish Council meeting
- 9.4 Review of current banking arrangements report was **received**. **Agreed** no change to the current arrangements.

10 **Pensions.**

Received and noted a briefing report on the change to the law and the effect that this will have on the Parish Council. **Action** – budget reminder to be built into the budget so the required funds will be allocated when N.E.S.T starts.

11 **Website and Facebook.**

Received the Clerks report. Members **agreed** the issues that could be used on Facebook but decided not to have alerts on individual planning announcements but rather a generic statement along the lines of *the Environment Committee agenda, including planning applications received has now been posted on the website*. **Agreed** that Facebook could be signed up to, this to happen as the new website is completed, but it would be used as an alert system to the website rather than a debating site. Anyone wishing to make a comment or suggest a posting would be asked to contact the parish office. It was suggested that the use of Facebook be gradually built up as there was concern about the work this might cause the office.

12 **Grant Request.**

None received.

13 2012/13 budget.

Members considered examples of the PR materials that were available. After discussion it was **agreed** to purchase card holders and pens. Rather than have the Council's name printed on the items it was suggested that the website address be included.

14 Matters for Information.

Members **noted** the Environment Committees' decision to remove the approval condition on Walderslade Woods Group for the purchase of items over £30. The Finance Committee confirmed that it still required the Group to produce a budget to release the grant.

As it was 9.30 p.m. the Chairman used his delegated power to extend the meeting time until 10.00 p.m.

15 Date of Next Meeting.

Tuesday 13th March 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.37 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....