

MILBORNE PORT PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Tuesday 15th November 2016 at 7pm at the Town Hall

Present: Mr R Lockey (Chair), Mr J Oldham, Mr M Lancaster, Mr C Laughton, Mr P Lock and Mr M Ritchie

Also Present: Emma Curtis – Clerk

Public Question Time

There was one member of the public in attendance. No questions were raised.

Due to a non elected Chairman, Mr Oldham opened the meeting.

- 1. Election of Chairman for the remainder of the 2016/17 year:** Following the resignation of Mrs Alexander the Finance Committee was without a Chairman. At the August 2017 meeting Mr Oldham had presided as Chairman, however, he commented he did not wish to become Chairman. Mr Lock nominated Mr Lockey to become Chairman, this was seconded by Mr Lancaster and agreed by all. Mr Lockey accepted the position of Chairman and commenced chairing the meeting.
- 2. Apologies for Absence:** None received.
- 3. Declarations of Interest:** Received from Mr Lancaster, possibly item 11, *member of the Village Hall Management Committee*; Mr Oldham, possibly item 11, *member of the Village Hall Management Committee* and item 8.2, *school governor*; Mr Lockey item 8.2, *school governor* and item 8.1 *member of the Playing Fields Management Committee*; Mr Laughton, agenda item 8.2, *school governor*.
- 4. The minutes of the Finance Committee Meeting held on Tuesday 16th August 2016** were agreed and approved as an accurate record of the meeting. An action from the last meeting was for the clerk to prepare a review of Income and Expenditure for the full council meeting, the chair advised that information had been created which showed actual spend against the forecast spend profile. The committee were advised that we are £2,447 under budget as of the end of October. The committee were advised that the Grove Garden, Church Path, Open Spaces budget was overspent and that it was estimated that this overspend would be almost £3,000 by year end (this overspend was as a result of additional activity being carried out which had been agreed by Council).
- 5. Review of Parish Council Risk Assessment:** It was agreed that although the risk assessment did not require updating, it would be good to review at each Finance Committee meeting. Mr Lock suggested that it may be a good idea to check the extent of the Parish Council Public Liability Insurance in regard to covering volunteers now that the Open Spaces Committee had more volunteers aiding them. The Clerk confirmed she would check this and also suggested that an official register of volunteers was kept and that no volunteers should be used unless they were on the register. Mr Oldham suggested that the keeping of Financial Records be covered in agenda item 12.
Action – Clerk to check level of insurance for volunteers and to start a volunteers register.

- 6. Review of Parish Council Financial Regulations:** A full review of the Financial Regulations was not carried out as the deadline for review is May 2020, four years from the last review in May 2016. However Mr Lockey referred everyone to clause 2.2 of the regulations which stated that a member of the Finance Committee should verify bank reconciliations once a quarter. This committee member must not be a cheque signatory or the Chairman. Mr Lancaster volunteered to undertake this responsibility previously held by Mr Lockey, to which all agreed.
- 7. Charges for the year 2017/18:**
- 7.1 Cemetery Fees** – It was agreed to keep cemetery fees the same for the year 2017/18 however an amendment was made to the age ranges and a child is now free of charge until the age of 16.
- 7.2 Allotment Fees** – It was agreed that allotment fees were kept the same for the year 2017/18 with a full plot being £36 and a half plot £18.
- 7.3 Town Hall Hire Fees** – It was agreed to review the rate the WI are paying and consider bringing this in line with the Town Hall rates which are paid. It was agreed to raise the Mr Well's barber fees to £27.50 per day from 1st April 2017 and raise this to £30.00 per day from 1st April 2018. Room rental for Miss Schimmel would remain at £30.00 per full day and £15.00 per half day.
- 8. Grants and Donations for the year 2017/18:**
- 8.1 Memorial Playing Fields Management Committee** – It was agreed to reduce the Playing Fields Management Committee grant slightly to £3300 from £3500 and for the Parish Council to take on full responsibility of paying for the hedge cutting at the playing fields.
- 8.2 School Grants** – It was suggested that the grant for the school was raised to £1200 per year, but feedback would be requested from the school as to what they had used the current grant to pay for.
- 8.3 Other grants/donations** – It was agreed to provide the Commonalty Charity Lands with a grant of £1000 towards the cost of running the public toilets.
- 9. Consider Clerks salary for the year 2017/18:** The Clerk left the room at this point. It was agreed to raise the Clerk's salary in July 2017 by one scale point dependent on a satisfactory appraisal. The Clerk returned to the meeting once discussion had ceased.
- 10. Budget and Precept for the year 2017/18:** A long discussion and consideration of the budget took place. The Clerk and Mr Lockey explained that the Council Tax Support (CTS) grant would be reducing and ceasing altogether by 2019/2020 and this should be considered. The budget agreed can be seen in Annex A. Mr Oldham proposed the precept be set at £69,500 which is a 2% rise. This was seconded by Mr Laughton and agreed by all. The Committee will take their precept recommendation to Full Council on Tuesday 6th December 2016.
- 11. Consider possible Section 106 funding regarding planning application 16/04237/OUT:** Mr Oldham detailed discussion he had recently had with Alison Cameron from SSDC regarding possible Section 106 funding which may be available if the planning application at Gainsborough proceeds. Mr Oldham had asked Mrs Cameron why the Village Hall had not been considered for receiving any of the

funding as it was a leisure facility; Mrs Cameron had responded that it had not been suggested. Mr Oldham and Mr Lancaster went in to detail about the poorly maintained Village Hall and how Section 106 funding may be used to help repair the building. Mr Oldham stated that Section 106 funds came in two sections, capital and maintenance and that maintenance money received should be ring-fenced for that purpose and that currently the Parish Council accounting records do not have a good structure for doing so.

12. Consider new finance software for the displaying of Parish Council financial

accounts: Mr Oldham commented that he felt it may be beneficial to look at a new accounting package for the Parish Council rather than relying on Excel and had discussed this with the Clerk. The Clerk confirmed that she had contacted other Parish Council's to see what financial software they use, and would feedback once responses had been received. Mr Oldham suggested QuickBooks which would cost in the region of £300 per annum. It was agreed for the Clerk to collate information from other Parish Council's and report back at the next Finance Committee meeting when a decision would be made whether to stick with Excel or purchase a new financial system.

Action – Clerk to gather information and report back at the Finance Committee Meeting in February 2017.

13. The date of the next Finance Committee Meeting was confirmed as Tuesday 21st February 2017.