

## LISS PARISH COUNCIL

Minutes of the Finance Committee held on 4<sup>th</sup> February 2019 7.30pm

Members: Cllr K Budden, \*Cllr D Dodds, \*Cllr R Hargreaves, \*Cllr H Linsley, \*Cllr L McDonald, \*Cllr B Mayo, Cllr A Smith, \*Cllr A Wright (Chairman)

\*Present

Clerk: S Smith

### **01/FIN/19 Apologies**

Apologies were accepted from Cllrs Budden and Smith.

### **02/FIN/19 Declarations of interests**

There were no declarations of interest.

### **03/FIN/19 Minutes of the meeting on 28<sup>th</sup> November 2018**

Resolved: That the minutes of 28<sup>th</sup> November 2018, proposed by Cllr Hargreaves and seconded by Cllr McDonald, with all in favour, be accepted as a correct record.

### **04/FIN/19 Matters arising**

28/FIN/18 Cllr Dodds noted that the issue of CCTV for the Newman Collard fenced play area needed to be tabled for consideration at the next meeting of the Grounds Committee.

36/FIN/18 The Chairman noted that the hiring fees for the Village Hall and Liss Pavilion had been agreed at the January meeting of Council.

37/FIN/18 Cllr Hargreaves noted that the January meeting of Council had considered further allocation of underspends to fit out costs for the Pavilion; £4250 was vired from savings in insurance and election costs to Pavilion fit out and £15,000 arising from savings in staff costs was vired as reserves to be held as a contingency against construction overspends and to be returned to reserves if not required.

### **05/FIN/18 Quarterly Review of Accounts: Main, Charities, Pavilion**

Members considered the third quarter accounts which had been prepared by D. Bowery. The Clerk responded to questions raised.

Members noted that the grass cutting costs were higher than budgeted. The Chairman of Finance advised that the figures budgeted were set when LPC still employed a full-time Groundsman. Hence the overspend was offset by substantial savings in staff costs following the departure of the full-time Groundsman.

Members agreed that it would assist the Committee if some changes could be made to the accounts going forward so as to provide a better management tool, such as the apportionment of staff costs to budget areas, such as Grounds and possible apportionment to the Charities on a monthly rather than annual basis to improve the variance data. Members thought it might be useful to look at how other parish councils produce the accounts and quarterly reporting and to consider the key outcomes they

would like to see in the 2020/21 accounts. Members noted that progress in this area would depend on the new RFO.

The Chairman of Finance noted that the photocopying refund due to LPC was not represented in the accounts as this related to a previous year. However, Members agreed there should be a mechanism for carrying information on debtors.

### **06/FIN/18 Grants Policy review**

Members reviewed the minor amendments proposed by the Review Committee.

**Resolved:** That the minor amendments as proposed by the Review Committee be recommended for approval by Council, in addition to the insertion of the word “normally” in the following sentence:

“Applications for funding which are received after the date requested will not *normally* be considered unless they are for an urgent purpose which has arisen during the year”.

The motion was proposed by Cllr Hargreaves and seconded by Cllr Mayo with all in favour.

Members also agreed to review the policy more fully at the April meeting of the Finance Committee.

### **07/FIN/19 Consideration of in-year grant applications**

Members considered an in-year grant application from St. Mary’s Church for £200 towards the maintenance costs of the church yard and war memorial.

**Resolved:** That a £200 grant to St. Mary’s Church towards maintenance costs of the church yard and war memorial be approved (proposed by Cllr Mayo, seconded by Cllr Hargreaves with all in favour), subject to approval of the revised Grants Policy by Council.

The Clerk advised that no further in-year applications had been submitted at this stage.

### **08/FIN/19 Update on CIL and s106**

An analysis of miscellaneous income had been produced to support the quarterly figures. This showed income from both s106 and CIL.

Members requested that the Clerk/RFO produce a table as part of the end of the financial year to show incoming funds in this area, detail on expenditure as well as funds earmarked for future projects. Members also noted the value of regular updates on s106 available and forthcoming CIL funds as, although this could not be used for budget purposes, it could assist with management planning.

### **09/FIN/19 Any other business**

The Chairman enquired as to the position on recruitment of an RFO. The Clerk confirmed that two applications had been received following the advert on the Hampshire Association of Local Councils’ website; the candidates would be interviewed shortly.

The Clerk raised the issue of hire charges for Pavilion for a wedding venue. Members accepted that charges for a wedding package would vary according to the hirer’s needs and agreed that the Clerk had discretion to set an appropriate rate.

The meeting was closed at 21.20hrs.

**Date of next meeting: 29<sup>th</sup> April 2019**