

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 6th August 2018

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)

Clerk: S Smith

In attendance: D Bowery, Finance Officer

19/FIN18 Election of Chairman

Cllr Wright, proposed by Cllr Hargreaves and seconded by Cllr Dodds, was duly elected as Chairman for the ensuing year.

20/FIN/18 Apologies

Apologies were accepted from Cllrs McDonald and Smith.

21/FIN/18 Declarations of interests

There were no declarations at this point.

22/FIN/18 Minutes of the meeting on 9th April 2018

Resolved: That the minutes of 9th April, proposed by Cllr Mayo and seconded by Cllr Linsley, with all in favour, be accepted as a correct record.

23/FIN/18 Matters arising

The Clerk confirmed that one booking had been cancelled as a result of the application of evening charges from 6pm as opposed to 7pm. Cllr Hargreaves noted that the evening charging rate applied from 6pm in other similar venues.

The Finance Officer advised that a refund on copying charges was still awaited but that the overcharge had been acknowledged.

The RFO had yet to seek advice on whether the HMRC Valuation Office fee should be reflected in the Pavilion Account or the Main Account.

Members noted that a motion had been agreed by Council on 16th April (57/18) to vire the sum of £1,250 from Neighbourhood Plan reserves no longer required to meet the costs of the upgrade to the website. Members noted that a sum of £1819.03 still remained in reserves for the Neighbourhood Plan; Members agreed that as this was no longer required it would be appropriate to consider allocation to an alternative purpose.

Members noted that the transition to Sage had been slower than hoped due to staff absence. It was again noted that a detailed break downs of expenditure for the spending committees would be welcome.

The Clerk confirmed that LPC was not responsible for insuring the Pavilion during the construction period, but that this would be added to the insurance schedule following completion.

24/FIN/18 Quarterly Review of Accounts

Copies of a report had been circulated by the Finance Officer with copies of the accounts prior to the meeting.

The Finance Officer highlighted some key points in particular on the variances on the budget. On the Main Account, it was noted that staff costs were below budget due to the departure of the Senior Groundsman but that costs would be increased following implementation of annual pay increases. The decreased staff costs needed to be considered together with the contractor's grass cutting charges. Members agreed to reconsider at the next meeting once the staff budget forecast became clearer in the second quarter. This would also be influenced by recommendations of the Grounds Committee on grounds maintenance for 2019 which would be considered at the next meeting of the Finance Committee. Members noted that it would be important to return to the allocation of staff costs within the accounts as this would inform the charging schedule for the new Pavilion.

On the Charities Accounts, Members noted a possible overspend on cleaning; again this would be returned to following the accounts of the second quarter.

On the Pavilion Accounts, the Finance Officer noted that the first drawdown of the PWLB loan for the sum of £120,000 had now been received; that the sum of £2,473.58 for Matched Funding for the Pavilion Project had been transferred to the Pavilion Account and that the £4,135.72 CIL funds would be transferred shortly. The previously allocated sum of £102,000 from s106 funds for the Pavilion project would be applied for shortly.

The Finance Officer left the meeting at 20.47 hrs.

25/FIN/18 Pavilion financial control

The Clerk had circulated a draft format for reporting on the Pavilion budget. Members welcomed the format which was accessible to all. The Clerk agreed to produce an updated report on a monthly basis.

26/FIN/18 Update on staff arrangements for financial matters

The Clerk advised that given the long-term absence of the RFO, Staff Committee had agreed to contract the services of the former RFO, Mr D Bowery, on a self-employed basis as required. The Clerk would formally act as the RFO during this period.

27/FIN/18 Finance Committee Terms of Reference

Members discussed some proposed changes to the Terms of Reference to accurately reflect the remit and responsibilities of the Committee. Members proposed that Review Committee consider certain aspects that were generic to all Committee Terms of Reference (Membership, Quorum, Chairmanship, Voting and Rules of Debate).

Members agreed some revisions to the duties of the Committee; these would be remitted to the Review Committee for review and adoption.

At this point Members agreed an extension to the meeting of no more than thirty minutes.

28/FIN/18 Any other business

The Chairman sought an update on s106 funds held by SDNPA for environmental and transport projects. The Clerk had requested the latest set of figures but advised that there was approximately £80,000 available for transport projects, following receipt of funds for the courtesy crossings at West Liss, and approximately £15,000 available for environmental projects.

Cllr Dodds raised three areas for which he sought funding:

- i) Clearance of root mass in drainage pipes under the Centenary Gardens at Newman Collard Recreation Ground, for the sum of £1,375 plus VAT;
- ii) The provision of CCTV at the Newman Collard Play Area, for the sum of £2,200 plus VAT;
- iii) Works to complete the surfacing of the new path from the Inwood Road entrance to the Newman Collard Play Area, for which a quote was due shortly.

Resolved: That an application be submitted for s106 environmental funds to cover the cost of the proposed work to clear the drainage pipes at Newman Collard Recreation Ground.

Resolved: That the Clerk make some further enquiries as regards the quotation for CCTV and report back to the next Finance Committee.

Resolved: That, following receipt of the quotation for path resurfacing works and approval by the Chairman of Grounds, an application be submitted for s106 transport funds to cover the cost of the works.

Cllr Budden requested that the Clerk check the insurance provisions relating to data breaches.

The meeting was closed at 21.45hrs.

Date of next meeting: 5th November 2018