



**24/FIN/17 Trustees reports for the Charities Accounts**

The reports were tabled & approved; the Chairman of the Council duly signed them. Cllr Smith requested details of the trust deeds for the three charities.

**25/FIN/17 The diarising of items required by Financial Regulations**

The Chairman updated Members on the progress on the necessary diarised items. A schedule of regular payments was tabled that reflected annual quarterly & monthly service suppliers.

The Chairman said that she had carried out a check on all bank reconciliations as at 30th June as required by Fin Regs 2.2. This was a task that needed to be carried out on a quarterly basis & should be done on a rotational basis. Cllr Dodds volunteered to carry out the task for the 30th September balances.

**26/FIN/17 Appointment of auditor for Charities Accounts**

Following the resignation of the incumbent auditor it was agreed that the Clerk should approach Lightatouch to obtain an estimate of cost for auditing the charities accounts.

**27/FIN/17 Financial Commitments for Pavilion project**

The Chairman asked Cllr Hargreaves if a timeline of likely financial commitments could be provided to assist financial planning.

Cllr Hargreaves replied that it was unlikely that there was any major financial outgoing before LPC was in a position to go to contract for the building. There would be some cost attached to the preparation & submission of planning application & then to the issue of tender documents following planning approval which would be due under the terms of the expected contractual agreement with Michael Weakley.

Council would have to approve the expenditure for the building when it was in a position to go to contract.

There followed a short discussion on potential hirers' conditions and charges.

**28/FIN/17 Budget 2018/19 preparation**

The Chairman reminded Members that their next committee meetings should be considering budget requirements for 18/19 as they needed to be submitted to Finance committee by mid October at the latest.

The Clerk said he would circulate forms for budget compilation to assist the committees. These would include projected major maintenance projects and new capital commitments for 3 years rather than 1 year in line with Financial Regulations.

The Clerk was requested to obtain updated schedules of S106 & CIL monies held by SDNP & EHDC.

**29/FIN/17 Any other business**

The Clerk had circulated details of the following prior to the meeting:

- It was agreed that LPC request a days training from Sage software to be carried out in the office with all three office staff receiving training. The cost would be £1175 plus vat.

- It was agreed in principle that the payroll function be outsourced once a service provider had been identified. The clerk indicated an annual cost of +/- £400.

- It was agreed that the grass cutting of the NCPF & West Liss fields be done by Brows Farm on a two weekly basis until such time as the future management of grounds is established. The cost per cut would be £80 per visit.

Two other late items were raised:

- Contract for the works on the accessible toilet. The contractor had requested the exclusion of the penalty clause for late completion. After discussion Members agreed that the clause should be retained with a longer completion period.

- Speed Watch. A request had been received from a resident to set up a speed watch programme. The matter had been referred to the Highways Committee. The Clerk said that there were funds in the highways improvements budget & maybe District Councillors' devolved grants.

The Chairman closed the meeting at 21.30 hrs.

**Next Meeting: 6th November 2017**