

FINANCE COMMITTEE - 8th September 2008

19/FIN/08 Exempt Items

Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest.

It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

<u>Job</u>	<u>From Grade</u>	<u>To Grade</u>
Clerk	SCP33	SCP35
Assistant Clerk	SCP16	SCP24
Groundsman	SCP18	SCP19
Cleaner/Caretaker	SCP7	SCP8

All cost of living awards would be applied, back dated to 1st April, when the Employers & Unions reached a settlement.

R Mullenger
Chairman of the Council

H Linsley
Chairman of Finance

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 28th January 2013.

Members: Cllr H Linsley * Cllr K Budden
* Cllr G Logan * Cllr B Mayo (Chairman)
* Cllr L Mann Cllr P Payne
* Cllr A Wright * Cllr D Dodds
* Present

Clerk: R Bowery
Apologies: Cllrs Linsley & Payne.

04/FIN/13 Declarations of interests

There were no declarations of interests.

05/FIN/13 Matters arising from the meetings of 29th October 2012 & 14th January 2013

Min 21/FIN/12

The Clerk said that the contract of employment for the part-time groundsman had been drawn up but not issued yet.

Min 26/FIN/12

The Clerk said that it was proving difficult to find contractors willing to quote for the jobs to repair the gateway at NCPF & to create work space for the groundsman.

Min 26/FIN/12

The Chairman, referring to the delegation by Council for the Finance Committee to establish terms of reference for the Staff & Remuneration Committee, asked if Members felt that this work should be included with the tasks of the Review Group for standing orders, procedures & agreements with third parties.

After discussion it was agreed that a motion be presented to Council on 18th February suggesting this move.

23/FIN/12

Cllr Wright asked if the motion passed by Council on 21st January approving the investigation of alternate sports facilities for youth would affect the proposals presented to the Finance Committee on 29th October. Cllr Logan, Chairman of the Grounds Committee, replied that the two projects were to be treated separately.

06/FIN/13 Consideration of accounts for the ten months to 31st January.

The Clerk had circulated copies of accounts with supporting schedules & analysis prior to the meeting.

Main accounts:

The Clerk reviewed the position at 31st January. It was anticipated that the full year result would be largely in line with budget; however, there had been exceptionally high expenditure on tree surgery for the year.

Cllr Wright asked if there were outstanding receipts in respect of some of the project expenditures. The Clerk replied that since doing the accounts notice of a grant payment of £750 from HCC for the walks packs had been received. Other projects would be written off to reserves at the end of the year.

Charities accounts:

Cllr Wright asked if utilities bills for the whole year had been received & the Clerk replied that most had.

Pavilion Development accounts:

The Chairman explained to Cllr Dodds that although the pavilion development was part of the registered charities a separate set of accounts were being kept for the duration of the project.

07/FIN/13 Proposal from Cllr Budden that LPC acquire a facility to accept debit card payments.

Cllr Budden reported that he had received quotes from Cardnet & Barclays; a further quote from Cardsafe was awaited.

Members discussed the benefits & disadvantages of processing receipts with a card machine & agreed that it should make banking more streamlined.

It was agreed in principle to proceed with the proposal with a final decision being made when Cllr Budden received the Cardsafe details.

The Clerk reported that two grant applications had been received on the day.

Jubilee Sailing Trust - It was agreed that no grant would be made.

Liss Area Historical Assoc - The Clerk had explained to them that a 2013/14 grant had been budgeted & would be paid in due course.

08/Fin/13 Any other business

There was no other business.

Next Meeting: 19.30pm Monday 22nd April 2013

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12/FIN/13 Acceptance of statement of internal control & certificate of control check on bank accounts, fixed term deposits & petty cash

The statement of internal control was agreed by members.

The certificate of control check on bank accounts, fixed term deposits & petty cash along with all supporting documents had been scrutinised by the chairman of the & the chairman of the council prior to the meeting.

Members approved the signing off of the certificate.

13/FIN/13 Proposal from Cllr Budden that LPC acquire a facility to accept debit card payments.

Following on from the discussion at the last meeting, minute 07/FIN/13 refers, Cllr Budden had circulated an updated schedule comparing costs, conditions & benefits of three suppliers. After discussion, Cllr Budden, seconded by Cllr Mann, proposed that LPC enter into a twelve month contract with Cardsave at an expected cost of £400 for the year. Members agreed unanimously.

14/Fin/13 Any other business

The Clerk suggested that in light of increased costs for the village hall in respect of utilities & PRS charges it might be appropriate to revise charges.

After discussion it was agreed to investigate this.

Cllr Budden asked members to approve an additional £380 towards the cost of alterations to the groundsman's store; this was to provide an additional door to enable emergency evacuation if necessary. Members agreed unanimously.

Cllr Linsley said that there was a person in Bordon offering to deliver the Village Voice for £65 per thousand copies. After discussion it was agreed to pursue this option following conversation with the Triangle who already used this service.

The Clerk reminded members of Liss Walkers wish to place a memorial bench for Gillian Woodcraft on the Riverside Walk; they had now collected funds that would enable this to happen but LPC would have to meet installation costs that could be around £100. The project was also dependent on EHDC approval.

After discussion it was agreed that LPC would contribute to the cost & also recommend to Liss Walkers that it be placed on LPC land.

Next Meeting: 19.30pm Monday 29th July 2013

FINANCE COMMITTEE - 8th September 2008

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19/FIN/13 Review of charities accounts for the four months to 31st July.

The Clerk said that the redecoration of the village hall toilets had been carried out. Commenting on utilities costs Cllr Mann said it was worth investigating the cost of boiler replacement for the village hall & Members agreed. Cllr Budden asked what could be done about the showers at the pavilion & the Chairman suggested that this was a matter for the buildings committee. Cllr Wright asked in the SE Water metering programme would affect allotment costs & Cllr Dodds replied that they were already on meter.

20/FIN/13 Review of pavilion development accounts for the four months to 31st July.

Accounts reflecting a balance held of £75k were tabled. The Clerk said that fees & survey costs of ££4k had been paid in the period under review.

21/Fin/13 Any other business

A quotation for works to rectify damp damage to the village hall lobby was tabled. In discussion it was agreed that the work be proceeded with when convenient & that it should include additional works to a fourth wall in the lobby. The cost of the work would be £1958. The Clerk was instructed to find out the cost of insuring the warranty . Cllr Linsley proposed that the financial decision, after the warranty cost was established, be left to the Chairman of Finance & the Chairman & vice Chairman of the Council.

The schedule of the LPC Financial Risk Assessment was tabled for approval; one amendment to add the tractor & ride on mower insurance details was agreed. Cllr Budden, seconded by Cllr Linsley, proposed that the Financial Risk Assessment be accepted & Members agreed unanimously.

The Clerk reported that he had heard that LAFC wished to have some drainage works carried out at NCPF & that LPC had made no provision for such expense although the service level agreement with NCPFT stated that LPC would bear one third of the cost. It was agreed that should this project come forward it would be subject to discussions with NCPFT & would be a 2 to 3 year project.

The Clerk requested permission to investigate the purchase of accounting software to provide better management reporting & Members agreed. There was £700 available in LPC reserves.

Cllr Linsley requested that the Clerk keep Members updated on EHDC's precept requirements & rules for 2014/15.

Next Meeting: 19.30pm Monday 28th October 2013

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decision. He felt it should be a matter for next year.

Cllr Mann supported the principle but was uncomfortable with the political connotations. It was not a legal requirement & it would be better if the legal minimum wage were increased. The Chairman asked for a seconder for the motion as proposed & Cllr Budden seconded the motion.

Cllr Linsley summed up & said that it was a motion of principle & all he was asking was that the matter be included in the budget.

The Chairman said this was a variance from what had been referred from Council.

Cllr Mann said he had no problem with the recommendation in principle but felt that the committee was being blackmailed into it & that it was not for the coming budget year. Apart from the financial aspect he wanted to know what the implications were in terms of administration.

Cllr Linsley said that he was willing to drop the issue of encouraging contractors to adopt the policy & not have it in contracts.

The Matter was then put to the vote.

The proposal failed on a vote of two in favour & five against.

Cllr Budden informed the meeting that Whitehill & Bordon TC had agreed to share the findings of the report into the failings of their financial procedures & it had been suggested that they take it to EHAPTC & also encourage clerks to attend.

Cllr Budden reported that a meeting had been held on 25th October with a company that specialised in support on matters of risk assessment, health & safety as well as employment law. As LPC did not have the skill or resources to carry out work to ensure all legal & insurance compliance it was suggested that the services of professionals be sought. The cost involved was £ 3250 pa for a five year contract.

Cllr Dodds said there was an impact on the grounds operations & there was a need for a competent person to do the risk assessments.

Cllr Mann asked if there would be savings on the main insurance policy & if there were they should be factored in when known.

It was agreed that a sum be included in the budget but that LPC continue to investigate other suppliers of this service.

24/FIN/13 Review of all accounts for the six months to 30th September.

The Clerk had circulated copies of accounts with supporting schedules prior to the meeting.

Several minor queries were raised by Members & the Clerk responded accordingly.

25/FIN/13 Review of draft budget for 2014/15

The budget papers & supporting schedules had been circulated prior to the meeting.

The Clerk explained the factors used in compiling the budget & that all requests submitted by the Grounds & Buildings committees had been included. He added that a drop in staff costs was expected due to staff changes but this should be discounted as, when staff recruitment had occurred & with natural progressions, staff costs would return to a more normal level in a year or so.

Members then reviewed the budget & the following alterations were agreed.

	Note	£	£
Budgeted costs as presented			159000.92
Additional items:			
Mileage costs	1	200.00	
Village Hall rates	1	65.00	
Admin Costs - training		100.00	
Admin Costs - storage		100.00	

Professional fees	2	3250.00	
Neighbourhood Plan	3	2000.00	5715.00
			<u>164715.92</u>
Reductions:			
Crossover grant	4	3500.00	
LAHS grant		300.00	
St Mary's grant		50.00	
Jubilee Sailing Trust grant		500.00	
Clanfield Observatory grant		250.00	
Rail station enhancement	5	2000.00	
Village hall stage lighting	6	1000.00	7600.00
Adjusted budget			<u>157115.92</u>

Notes

- 1 Item omitted from preliminary budget.
- 2 To cover risk assessment, H & S matters & employment matters.
- 3 The production of a village plan was recognised as an urgent requirement.
- 4 Cllr Mann left the room while this was discussed. Cllr Linsley seconded by Cllr Budden proposed a grant of £1500 compared to the requested £5000. Cllr Wright, seconded by Cllr Payne, proposed that a grant of £2000 would give a message of strong LPC investment. There was an equal vote for both proposals & the Chairman used a casting vote in favour of the £1500 proposal.
- 5 It was agreed that this item be funded from existing community transport budget reserves.
- 6 It was agreed that the original budget proposal be split into a two year project with the sound being addressed in 14/15 & lighting deferred till 15/16.

These adjustments had the following impact on Liss precept

	<u>2013/14</u>	<u>2014/15</u>
	£	£
Precept	148255	157000
Number of band D dwellings	2427.32	2427.32
Cost per dwelling	61.08	64.68
Increase %		5.90

The clerk said that the final cost per dwelling would not be known until EHDC had set their tax base & this was not expected till December.

Cllr Budden proposed that LPC go to the public to seek approval for a continuation of the special precept premium to finance the pavilion development. He thought that LPC should seek a mandate for a further three years.

Cllr Wright was concerned that LPC would be seen to be breaking its sword on the original two year proposal & added that it would be difficult to consult widely before the budget needed to be agreed.

The Clerk suggested that an alternative would be to seek a loan that could be repaid over a long period & this might lessen the impact on the ratepayer.

Cllr Budden accepted this suggestion & withdrew his proposal.

At this point Members agreed an extension of no more than fifteen minutes.

Cllr Linsley asked if the Council agreed sum of no more than £400 for fees to have LPC's financial regulations & procedures reviewed had been included in the budget.

It was agreed that the £3250 for professional fees might cover this or alternatively it could be funded from normal running costs.

The Clerk agreed to revise the shedule of reserves into a simpler form for distribution with papers for Council.

26/FIN/13 Review of draft schedule of charges for 2014/15

The schedule of charges as presented was agreed by members.

Cllr Wright suggested that at some point in the future LPC needed to establish a funding rate for the village hall & other facilities that it was not prepared to exceed.

27/FIN/13 Request for grant

Members agreed a grant of £100 to LAHS towards the costs of staging an exhibition commemorating the commencement of World War I.

Next Meeting: 19.30pm Monday 27th January 2014.

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