

06/FIN/14 Living Wage

The Chairman reported that the Staff Matters Committee had met & discussed the proposal from Cllr Linsley as tabled at October Council & October Finance Committee.

It had been decided to postpone the matter until a review of all staff remuneration had been carried out.

Cllr Linsley said that his motion was one of principle but he was happy with the proposal.

07/FIN/14 Any other business

The Chairman reported that the Shipwrights Way Community Rail Partnership had produced a scheme of improvements for the railway station in Liss. These included planters, bench, information board, leaflet racks & fingerposts. The cost was £4999 with SW Trains paying £1250. SDNP £1250 & District Councillors grants £1250.

The Chairman, seconded by Cllr Wright, proposed that LPC contribute £1000 & Members agreed unanimously.

Next Meeting: 19.30pm TUESDAY 6th May 2014.

control environment also included Standing Orders & Financial Regulations. It was noted that LPC Internal Control procedures were felt adequate to prevent such problems as had occurred at Whitehill & Bordon Town Council.

Statement of Financial Risk assessment

The statement as tabled was accepted.

12/FIN/14 Any other business

The Clerk reported that LFRA had approached LPC for a grant towards the cost of a Family Fun Day to be held in August. They had also asked if their event would be covered by LPC public liability & the Clerk had established that it would not.

Cllr Dodds, seconded by Cllr Wright, proposed that LPC make a grant of up to £100 towards the LFRA cost of public liability insurance & Members agreed unanimously.

Cllr Wright asked if any matters had arisen that might adversely impact on the 2014/15 budget. The Clerk replied that the current purchase of a land rover was part of the three year proposed Grounds plan but that there were no other issues.

Next Meeting: 19.30pm 4th August 2014.

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 4th August 2014.

Members: * Cllr H Linsley Cllr K Budden
 * Cllr D Dodds * Cllr B Mayo (Chairman)
 * Cllr P Payne * Cllr E Thomas
 * Cllr A Wright

* Present

Clerk: R Bowery

13/FIN/14 Apologies: Apologies were received from Cllr Budden.

14/FIN/14 Election of Chairman

Cllr Mayo, proposed by Cllr Dodds & seconded by Cllr Thomas, was unanimously elected as Chairman for the ensuing Council year.

15/FIN/14 Declarations of interests

There were no declarations of interests.

16/FIN/14 Minutes of the meeting of 8th May 2014

The minutes of the meeting of 8th May had been approved at the May 2014 Council meeting.

17/FIN/14 Review of all accounts for the three months to 30th June 2014.

The Clerk had circulated copies of accounts with supporting schedules prior to the meeting. The following points were noted:

Main accounts

The Chairman asked what the credit against tree surgery was & the Clerk replied that this was Belwin funds received from Government to reimburse parishes for costs incurred through storm damage.

The Clerk said that it was still early days for the new grounds equipment regime & that it would be difficult to assess expected running costs at this point. He added that a fuel card had been received for the groundsman to use.

Cllr Wright queried the expenditure on safety surfacing & Cllr Dodds explained that this was for West Liss play equipment. He added that a quote for replacement surfacing at Newman Collard had been received for £6202 that would be met from existing reserves. Cllr Dodds added that there was some minor patching work expected around Liss Forest play equipment.

Charities accounts

It was noted that the budgeted works to the village hall had nearly been completed apart from some external painting; delivery of the new chairs was expected imminently. There was a discussion concerning the possibility of solar & photovoltaic panels to the village hall as well as research into service suppliers. It was agreed that this matter should be progressed by the Buildings Committee.

Pavilion Development accounts

There had been only minor movement on the accounts under review.

Cllr Wright raised concerns over the financial governance of the project including some small peripheral costs such as fund raising events.

Cllr Thomas explained that the Development Committee was working to produce the exact position.

After discussion it was agreed that there should be a review of the existing financial governance procedures & recommendations should be brought to the next Financial Committee meeting.

Members agreed that the sets of accounts presented were accepted as a true record.

18/FIN/14 Any other business

Cllr Linsley raised concerns that the treatment of the issues on the Living Wage had not been correctly dealt with.

The Clerk had circulated extracts of Council & Committee minutes covering the issue & the Chairman highlighted the relevant points to Members.

After protracted discussion the Chairman suggested to Cllr Linsley that he could raise the issue again in the 2015/16 budget process if he so wished.

The Clerk requested a switch of dates for the next Finance Committee meeting to allow more time for budget preparation & Members agreed.

Cllr Dodds made a statement on the Living Wage. He said that LPC currently operated a remuneration & grading system based on the NALC rates. Research on the Living Wage showed a 3% annual increase compared to the 1% of NALC over the past few years. Cllr Dodds was concerned that the adoption of the Living Wage would create a two tier pay structure & erode the differentials between jobs.

The Chairman closed the meeting at 21.15 hrs.

Next Meeting: 19.30pm 3rd November 2014.

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 3rd November 2014.

Members:	* Cllr H Linsley	Cllr K Budden
	* Cllr D Dodds	* Cllr B Mayo (Chairman)
	Cllr P Payne	Cllr E Thomas
	* Cllr A Wright	

* Present

Clerk: R Bowery

19/FIN/14 Apologies: Apologies were accepted from Cllrs Budden, Payne & Thomas.

20/FIN/14 Declarations of interests

Cllr Wright declared an interest in grant payments to the CAB arising from her position as a volunteer at that organisation. Cllr Linsley declared an interest in grant payments to Rake Village Hall arising from his position as an LPC appointed trustee of that organisation.

21/FIN/14 Minutes of the meeting of 4th August 2014

The minutes of the meeting of 4th August, proposed by Cllr Wright & seconded by Cllr Dodds, were approved as a correct record.

22/FIN/14 Matters arising

Living wage - It was noted that Cllr Linsley was considering taking a motion to Council.

Audit reports - The Clerk explained that Council should not have remitted this matter to the Finance Committee & said it would be re-presented at the November meeting.

Pavilion Project Governance - Cllr Wright explained her concerns over the lack of an appropriate financial control procedure for the approval of payments to contractors.

In discussion it was agreed that the presentation to the Special Council meeting on 26th November would be covering the project & include a financial statement to date.

It was agreed that certain outstanding invoices would be presented to November Council for approval.

23/FIN/14 Review of all accounts for the six months to 30th September 2014.

The Clerk had circulated copies of accounts with supporting schedules prior to the meeting. The following points were noted:

Main accounts

The Chairman asked if audit fees were expected to be in line with budget. The Clerk replied that only the internal auditor's final 13/14 fee had been paid at 30th Sept. Since then an interim internal fee for 14/15 & the final external fee for 13/14 had been settled & the total was £50 over budget. Cllr Dodds asked what the provision for professional fees was. The Clerk replied that it was to cover the preparation of HR procedures & risk assessments by an external firm. It was noted that the risk assessment needed to be carried out as soon as convenient.

Cllr Wright asked if the fluctuations in the pattern of staff costs was as a result of staffing level changes & the Clerk confirmed they were.

Charities accounts

The Charities accounts were noted.

Pavilion Development accounts

The Clerk reported that there had been little financial movement on the project during the period under review.

24/FIN/14 Consideration of the schedule of proposed charges for 2015/16

Members agreed the proposed charges for 2015/16 & added that no bookings of less than one hour be taken for the village hall.

25/FIN/14 Consideration of the budget for 2015/16

Schedules of budget proposals had been circulated prior to the meeting. The Clerk explained that a rate of 2% had been used for inflation for 2015/16. Members then reviewed the budget & the following alterations were agreed.

	Note	£	£
Budgeted costs as presented			171500.00
Reductions:			
Salaries costs & consequent reductions:	1		
- Main salaries	1	669.58	
- Reduction in grant to charities account	1	710.00	
Crossover grant	2	3500.00	
Rake Village Hall grant	3	2000.00	
Correction to budget		1120.42	
			<u>8000.00</u>
			163500.00
Additions			
Provision for election costs increased.	4		<u>250.00</u>
Adjusted budget			<u>163750.00</u>

Notes:

- 1 Impact of wage settlement proposals from unions & employers still to be finalised.
- 2 Reduction of amount requested by Crossover for moving fund.
- 3 Provisional reduction on amount requested for repairs, RVH requested to provide further information & other funding sources being investigated.
- 4 EHDC have suggested cost of election is £2500, cost of uncontested election is £250 (normal LPC provision). LPC to budget £ 500 for future years.

These adjustments had the following impact on Liss precept

	<u>2014/15</u>	<u>2015/16</u>
	£	£
Precept	159000	163750
Number of band D dwellings	2463.17	2463.17
Cost per dwelling	64.55	66.48
Increase %		2.99

Final cost per dwelling will not be known until EHDC had set their tax base. It was agreed that for future years the Staff Matters Committee should endorse proposed staff costs budget prior to consideration by the Finance Committee.

26/FIN/14 Any other business

There was no other business.

The Chairman closed the meeting at 21.35 hrs.

Next Meeting: 19.30pm 2nd February 2015.