

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 2nd February 2015.

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

01/FIN/15 Apologies: Apologies were accepted from Cllr Linsley.

02/FIN/15 Declarations of interests

There were no declarations at this point.

03/FIN/15 Minutes of the meeting of 3rd November 2014

The minutes of the meeting of 3rd November, proposed by Cllr Wright & seconded by Cllr Dodds, were approved as a correct record.

It was noted that the precept recommended to December Council had been increased by £2000 in respect of Neighbourhood Plan costs. The final agreed precept was £165750.

04/FIN/15 Matters arising

23/FIN/14 Risk Assessments

Cllr Dodds asked what progress had been made with having risk assessment procedures either prepared or reviewed by a third party professional company.

The Clerk responded that financial risk assessment requirements were statutory & would be done in house & in line with financial regulations.

The Clerk reminded Members that LPC did have a risk assessment procedure that had been approved by Council.

It was agreed that other areas of risk should be reviewed, particularly grounds staff & equipment, to assess areas of weakness & what action was necessary. Advice to be sought from HALC.

Action: Assistant Clerk/Chair of Grounds

25/FIN/14 Precept adjustments

Cllr Wright asked for an update on the position of the grant to Rake Village Hall.

Cllr Dodds informed that Cllr Linsley was establishing exactly the ratio of dwellings & residents between Liss & Rogate Councils in the area.

The Clerk added that he understood that RVH were obtaining further quotes for the work. A sum of £1800 was available in the 15/16 budget.

Audit reports received at December Council

The Internal & external audit reports had been tabled at December Council. The contents had been noted & Finance Committee was requested to follow up the necessary points:

Payroll - Expected to be resolved by 31/3/15

Insurance Fidelity Cover - Level of cover increased as required.

Risk assessment - Will be tabled for approval at March Council.

Transparency Code - Clerk to establish exact requirements & procedure to be adopted before 31/3/15.

Action: Clerk

05/FIN/15 Review of all accounts for the ten months to 31st January 2015.

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

Main accounts

The Accounts were reviewed & the following matters discussed:

Cllr Budden informed the meeting that a replacement bus service for the lost 38 Saturday service was being investigated by HCC/SDNP/EHDC & that it was probable that parishes might be asked to contribute. The accumulated £4k transport initiative reserve could be used to meet this.

The presentation of earmarked reserves was discussed & it was agreed that the schedule should reflect the timing of future expenditures over a three year period.

Action: Clerk

Charities accounts

The Charities accounts were noted.

Pavilion Development accounts

The Pavilion Development accounts were noted.

06/FIN/15 Consideration of grant application

An application from the Spirit of Music Festival requesting a donation of £100 towards their 2015 programme.

The Chairman declared a personal interest arising from his wife's involvement with the project.

Resolved: A grant of £100 be made to Spirit of Music Festival

07/FIN/15 Any other business

Cllr Dodds proposed that a sum of £400 be used from the three year budget provision for grounds equipment replacement for modifications to the trailer & that a sum of £1700 be used from the same budget heading to purchase a chipper; this would lead to cost savings as well as work efficiency improvements.

Resolved: Sums of £400 & £1700 be allocated for trailer modifications & chipper purchase.

Cllr Payne suggested that future accounting reports itemise the exact expenditure by LPC on the maintenance of Newman Collard Playing Field.

There was then a long discussion on the purpose & practicality of the work involved.

It was agreed that the Clerk investigate ways in which costs could be identified & presented.

Action: Clerk

Cllr Budden reiterated his comments under 05/FIN/15 regarding possible future costs for a replacement Saturday bus service.

The Chairman closed the meeting at 21.10 hrs

Next Meeting: 19.30pm 27th April 2015.

12/FIN/15 Review of all accounts for the year to 31st March 2015.

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

Main accounts

The Accounts were reviewed & the following matters discussed:

Expenditure for the year had been £151677 compared to a budget of £159788 & income had been £160300 compared to a budget of £159728; this gave a surplus of £8623 for the year under review.

Members then went through the various cost headings & schedules of reserves.

The Clerk said that these accounts would be presented to the internal auditor on 12th May & the annual return presented to May Council for approval.

Charities accounts

The Charities accounts showed an excess of expenditure of £1984 for the year. This was a result of some capital works on the village hall that were funded from existing reserves as planned.

Pavilion Development accounts

The Pavilion Development accounts were reviewed.

there was a total expenditure for the year of £15510 giving a total of project expenditure £47457 to date. Total project income had been £92820 with £75366 of that coming from the precept premium. The pavilion account was holding a balance of £45365 with a further £26385 held in main account reserves.

13/FIN/15 Consideration of Financial Risk Assessment & Statement of Internal Control

Financial Risk Assessment

The schedule was reviewed. The Clerk informed Members that all levels of insurance cover were in line with the internal auditor's recommendations & that the recently adopted revised financial regulations had extended some controls.

Members agreed the Financial Risk Assessment & the document was signed by the Chairman.

Statement of Internal Control

The Statement of Internal Control was reviewed & agreed. It was then signed by the Chairman of the Council, the Chairman of the Committee & the Clerk.

These documents would be put to the May Council for final approval.

14/FIN/15 Consideration of grant application

The Clerk reported that he had received a communication from Rake Village Hall management committee requesting a grant of £1800 towards the replacement guttering & soffits on the hall. This was supported by one quotation for the work.

It was agreed that the grant of £1800 be made but this sum would include the normal annual grant.

Cllr Dodds emphasised that he was approving this application with reluctance.

Resolved: A grant of £1800 be made to Rake Village Hall management Committee.

07/FIN/15 Any other business

Cllr Dodds stated that he would like to have a schedule of costs of grounds maintenance that allocated costs over the various areas maintained.

The clerk agreed to prepare a document for discussion with Cllr Dodds & suggested that the various cost might be split on the basis of the detailed work analysis carried out in 2007.

Action: Clerk

Cllr Budden asked what progress was being made on converting the accounts to the Sage system. The Chairman said this had been discussed with the Clerk & it was the Chairman's thoughts that a more advanced package was required especially as it was needed to cope with the additional requirements of the new pavilion project.

It was agreed that the Clerk would investigate the costs of upgrading the system.

Action: Clerk

There then followed a discussion covering succession planning in order to make a smooth transition when the Clerk retired.

Next Meeting: 19.30pm 13th July 2015.

21/FIN/15 Review of all accounts for the three months to 30th June 2015

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

Main accounts

There were no unexpected costs or incomes in the three months under review.

Cllr Kendall asked for explanations on some of the earmarked reserves reflected in the balance sheet.

After discussion Cllr Kendall, seconded by Cllr Linsley, proposed that the sum of £15000.00 be vired from skatebowl project (£14344.40) & general reserve (£655.60) to the West Liss pavilion development project.

Resolved: That the West Liss Pavilion development project reserve be increased by £15000.00

Cllr Kendall asked how any borrowed funds would be reflected in the accounts.

the Clerk replied that capital sums would be expressed as a liability on the balance sheet with servicing (interest costs) being a charge to the income & expenditure account.

Charities accounts

Accounts for the three months were in line with budget.

Pavilion Development accounts

There was minimal movement only on the pavilion Development accounts.

22/FIN/15 Any other business

Annual Return

The Clerk informed Members that the External Auditors had raised issues relating to the requirement to have the Internal Audit report, that had been circulated to Members with the Annual Return, formally acknowledged by full Council.

It was agreed that it should be tabled at Council on 20th July.

23/FIN/15 Exclusion of the Press & Public.

Resolved: That the press & public be excluded from the meeting due to the commercially sensitive nature of the remaining business to be discussed.

22/FIN/15 Any other business - Exempt matters

The Chairman closed the meeting at 20.56 hrs

Next Meeting: 19.30pm 26th October 2015.

30/FIN/15 Consideration of the budget for 2016/17

Schedules of budget proposals had been circulated prior to the meeting. Members reviewed the budget & the following alterations were agreed.

	Note	£	£
Budgeted costs as presented			179000.00
Additions			
New pavilion running costs	1	13000.00	
Less: costs already budgeted	1	-5500.00	
Less: income generated	1	-1000.00	
Add: Additional related staff costs	1	<u>3000.00</u>	
		9500.00	
Grant - Friendship Fund	2	<u>250.00</u>	<u>9750.00</u>
			188750.00
Reductions:			
Emergency Contingency provision	3	2000.00	
Neighbourhood Plan costs	4	1000.00	
Grant - Rake village hall toilets	5	3000.00	
Grant - Crossover Youth Centre	6	<u>500.00</u>	<u>6500.00</u>
			182250.00
Funded from general reserves	7		<u>250.00</u>
Adjusted Precept			<u>182000.00</u>

Note

- 1 It is thought possible that the new pavilion could be operational in late 2016 & it was thought prudent to add provision for costs & revenue.
- 2 This was a late submission from the Friendship Fund.
- 3 It was felt that the existing provision of £4k was adequate.
- 4 The NP group chairman advised that a provision of £2k only was required for 2016/17.
- 5 It was understood that District Councillors had agreed in principle to contribute £2k & it was also felt that RVH should be exploring other funding sources.
- 6 It was felt that funds held by the Crossover did not justify a 66% increase in grant.
- 7 The Clerk said that recent renegotiation of energy & communications contracts would yield savings to cover this cost.

These adjustments had the following impact on the Liss precept

	<u>2015/16</u>	<u>2016/17</u>
	£	£
Precept	165750	182000
Number of band D dwellings	2478.28	2478.28
Cost per dwelling	66.88	73.44
Increase %		9.80

A final number for band D dwellings will be issued by EHDC in mid November.

Resolved: A precept of £182000 for the 2016/17 year be recommended to council.

Cllr Wright suggested that a note explaining the discussions & reasoning be provided to all Councillors & this was agreed.

In discussion it was agreed that an updated projection of anticipated expenditure on the new pavilion project would be prepared.

31/FIN/14 Consideration of the schedule of proposed charges for 2016/17

A schedule of proposed charges for rental of LPC facilities was tabled. It was noted that a special meeting of the Grounds Committee was to be held on 10th November to consider a proposal to move allotment charges to be based on square meterage & hopefully then make a recommendation to Council.

Cllr Kendall proposed that all charges should be increased by 5% rather than the increases reflected on the schedule & Members agreed. The Clerk would revise the schedule accordingly & circulate it for comment.

32/FIN/15 Any other business

Cllr Kendall requested approval to spend up to £1000 of the emergency contingency fund to purchase a stock of sand bags for storage at the groundsman's compound & members agreed.

Resolved: LPC would purchase a stock of sand bags up to a limit on cost of £1000.

The Chairman closed the meeting at 21.58 hrs

Next Meeting: 19.30pm 25th January 2016 TBC.