



## **LISS PARISH COUNCIL**

Minutes of the Finance Committee held at Liss Village Hall on 31<sup>st</sup> January 2022 @ 7.30pm

Members: \*Cllr K Budden, , \*Cllr H Linsley, \*Cllr C Williams (Chair), \*Cllr N Wilson,  
\*Cllr L McDonald, Cllr A Smith

RFO Sandra Humphrey

### **01/FIN/22 Apologies**

Apologies were accepted from Cllr A Smith, and Clerk

### **02/FIN/22 Declarations of interests.**

Cllr L McDonald declared an interest in Newman Collard Playing Field Trust and Cross Over Youth Centre.

Cllr N Wilson declared an interest as a Trustee of Newman Collard Playing Field Trust.

Cllr H Linsley declared an interest as a trustee of the Newman Collard Playing Field Trust and Rake Village Hall.

No pecuniary interest was declared by other members present.

### **03/FIN/22 Minutes of the meeting on 25<sup>th</sup> November 2021 and matters arising**

Item three paragraph three replace “2<sup>nd</sup>” with “seconded”

It was noted that there was an error in the Fin numbers whereby 23/FIN/21 appears twice. Also item three paragraph three replace “2<sup>nd</sup>” with “seconded”.

Subject to these changes to minutes, it was resolved that the minutes of 25<sup>th</sup> November 2021 be accepted as a correct record, proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour.

### **04/FIN/22 Review of 21/22 Accounts Main and Charities April to November**

The RFO confirmed that the charities account for last year are now almost completed and will soon be ready to be submitted to The Charities Commission.

She also confirmed that she had emailed the Charities Commission to explain the lateness in submitting these accounts and they have agreed not to take any action.

The Main and Charities Accounts were reviewed with Cllrs and it was noted that actual expenditure for the year to date is largely in line with budgeted expenditure.

The RFO was asked to check into the water bills allocated to the Village Hall in the Charities as this was very high and may include either the Pavilion or the Allotment water bills.

### **05/FIN/22     Review of Reserves**

A review of the EMR's was discussed and the following changes were agreed to be presented to Full Council for agreement:-

1. RBFL Bridge repair £300 and Liss Walks and Leaflets £33.50 be transferred back to General Reserves
2. Elections: the sum of £7,500 be allocated to cover up to date anticipated costs.
3. Transfer the Grounds New Equipment balance of £18,571.45 to new code of Grounds and Building Projects and round this up to £20,000
4. Transfer £2,045.13 from Traffic Calming to HCC Highways Project.
5. Transfer the balance of £584.80 from Replacement Water Bowser back to General Reserves as surplus is due to obtaining a cheaper bowser.
6. Transfer the balance of £6 from Grounds Furniture to Mill Road Community Gardens.
7. Change Tennis Court Resurfacing to Newman Collard Rec Improvements and round up to £10,000 from General Reserves.
8. Transfer the balance of £250 from Riverside Walk Footpath back to General Reserves.
9. Increase Xmas Decorations to £1,000 from the current £771.61

It was noted that the EMR for CIL received in respect of the Andlers Wood Development currently stands at £335,416.54

### **06/FIN/22     Investment Options**

The RFO informed the committee that she will make contact with CCLA to gather information about their investment accounts where we could transfer across our excess cash to avoid holding all our funds at one bank. Any funds transferred to investment accounts will be held on an instant access basis.

RFO to report back to Finance Committee via email with information.

We do need to hold 6 months of running costs at all times which amounts to approximately £120,000. Which leaves £17,014.75 in General Reserves available for spending with the agreement of Full Council.

### **07/FIN/22 Revised Grants Policy**

The grants policy and application has been updated and were presented at meeting. Changes were suggested at review meeting.

The following wording changes were discussed:-

- 2.2.8 Enhancing change to Enhanced.
- 2.2.9 Covid recovery change to Pandemic or other disaster recovery.
- 2.2.10 Support changed to promote.
- 2.4 No cost changed to include 'these will be disclosed in our accounts'.
- 3.7 Receipts to read recipients and its website changed to their website.

On the grant application form change Grant Procedure to read Policy and Procedure document.

These changes were proposed by Cllr Wilson and seconded by Cllr McDonald, with all in favour. Changes to go to full council for further approval.

The deadline for grant applications was discussed as to whether a deadline was needed or not. It was decided that this would be required to inform budget planning.

### **08/FIN/22 Schedule of charges for 2022/23**

A proposed increase to hire charges for the Village Hall and Pavillion was presented. It was discussed that an increase is appropriate in light of increased utility charges.

A minimum charging hire time of 1.5 hours was proposed, which will allow time for set up and tidy away by hirers.

It was agreed that the Clerk and Assistant Clerk can apply discounted rates at their discretion to maximise rentals during quiet times.

Changes proposed by Cllr McDonald and seconded by Cllr Wilson subject to checking Village Hall competitiveness with the Triangle.

### **09/FIN/22 Revised Asset Register**

Further work is still to be done on the Assets Register by the Clerk which is required to be presented to Full Council before end of March 2022.

In advance of this Cllr Williams will submit to members of Finance Committee by email for information.

**10/FIN/22 AOB**

There was no other business.

The meeting was closed at 9.15 pm

The next meeting will be held on Monday 4<sup>th</sup> April at 7.30 pm