

## LISS PARISH COUNCIL

Minutes of the Finance Committee held on 22<sup>nd</sup> July 2019 7.30pm

Members: \*Cllr K Budden (arrived during 19/FIN/19), \*Cllr D Dodds, \*Cllr R Hargreaves, Cllr I James, Cllr H Linsley, \*Cllr L McDonald, \* Cllr A Smith

\*Present

Clerk: Liz Ford, RFO

### **19/FIN/19 Election of Chairman**

Every Councillor present at the meeting was already a Chairman of another Liss Parish Council committee.

Resolved: To suspend Standing Orders for one meeting so that Cllr Hargreaves could chair the meeting, proposed by Cllr McDonald and seconded by Cllr Dodds.

For the future election of the Chairman of the Finance Committee, Council would need to consider the requirement under Standing Orders that a Councillor was not able to be chair of more than one committee.

### **20/FIN/19 Apologies**

Apologies were accepted from Cllr Ian James.

### **21/FIN/19 Declarations of interests**

There were no declarations of interest.

### **22/FIN/19 Minutes of the meeting on 29<sup>th</sup> April 2019 and matters arising**

Resolved: Subject to correction of a typographic error (“note” to “noted” under 15/FIN/19) that the minutes of 29<sup>th</sup> April 2019, with all in favour, be accepted as a correct record, proposed by Cllr Budden and seconded by Cllr McDonald.

### **14/FIN/19**

It was noted that the Village Hall cooker had been replaced after discussion of a suitable alternative. The total cost was £1435.02 (£1339.52 for the new cooker plus £55.50 for an additional shelf and £40.00 for the disposal of the old appliance – all costs exc. VAT). The cooker would be available for all users of the Village Hall.

### **23/FIN/19 Quarterly Review of Accounts: Main, Charities, Pavilion**

The RFO apologised that the quarterly accounts were not available for review and would be circulated to Councillors as soon as they were ready. A request was made for additional financial reports on the Pavilion and for an additional meeting to be held so that finances would be reviewed before the Council and Finance Committee budget meetings in November.

### **24/FIN/19 Consideration of proposal of charges by LAFC Juniors**

A meeting had been held with two managers of LAFC to discuss their proposal for changes to the charging schedule for the use of the West Liss Recreation Ground by the LAFC Juniors. The proposal was for LAFC to be charged a flat season rate of £300 based on an estimate of 12 matches per season. The meeting was discussed and it was noted that: there had never been a charge for the training sessions (April to July); the team was not using the pavilion; LPC had proposed an increase in the rate for 2019/2020 from £25 to £30 per match (£360 per year for 12 matches); the cost for the use of the West Liss pitch was very low compared to other local pitches although it was recognised that the pitch

condition was low; the estimate of 12 matches a year was valid based on historic use; the proposal for a flat season rate was a cheaper alternative for LAFC and simplified invoicing; LAFC carried out the first white lining of the season with LPC carrying out the remaining; LAFC did not take in the goal posts and LAFC put out the nets and corner posts.

Resolved: To approve a charge for the use of the West Liss pitch for a flat season rate of £330 subject to this being for a maximum of 12 matches, with no refund for less than 12 matches, no carrying forward of unused dates to the next year, additional matches charged at a rate of £27.50 per match and no guarantee of the use of the pitch if booked by another party before LAFC, proposed by Cllr Dodds and seconded by Cllr McDonald.

Cllr Dodds was requested to advise the LAFC.

#### **25/FIN/19      Update on review of Council accounting software**

The RFO report was noted. It was agreed that an accounting software package would be used but the decision on which package was deferred subject to a recommendation in September. The Sage One software was a standalone system and would continue to be used for the LPC payroll. The RFO would confirm the ongoing cost of the Sage 50 licence asap. The RFO would contact other Councils similar to LPC for information on accounting software. The target date for the new accounting software to be in use was set at 1 April 2020.

#### **16/FIN/19      Consideration of Financial Regulations**

The RFO report was noted. The RFO would liaise with the Assistant Clerk and provide a copy of the LPC Financial Regulations with highlighted additions to demonstrate where they differed from the model regulations and/or current practice and what amendments were proposed, for discussion at the next meeting.

#### **26/FIN/19      Update of CIL and section 106**

This was not available for discussion at the meeting and would be included in the draft minutes.

#### **27/FIN/29      Any other business**

The range of applications for S106 and CIL grants was noted and Cllr Smith would discuss with the RFO.

It was agreed to hold an additional meeting of the Finance Committee on Wednesday 25<sup>th</sup> September with a start time of 7.30pm.

The meeting was closed at 20.45hrs.

**Date of next meeting: 25<sup>th</sup> September 2019 with a start time of 7.30pm**