

LISS PARISH COUNCIL

Minutes of the Finance Committee held on 25th September 2019 7.30pm

Members: *Cllr K Budden, Cllr D Dodds, *Cllr R Hargreaves, Cllr I James, *Cllr H Linsley, Cllr L McDonald, * Cllr A Smith

*Present

Clerk: Liz Ford, RFO

28/FIN/19 Election of Chairman

Resolved: To elect Cllr Linsley as Chairman, proposed by Cllr Hargreaves and seconded by Cllr Budden.

29/FIN/19 Apologies

Apologies were accepted from Cllr Dodds, Cllr James and McDonald.

30/FIN/19 Declarations of interests

There were no declarations of interest.

31/FIN/19 Minutes of the meeting on 15th July 2019 and matters arising

Resolved: that the minutes of 15th July 2019, with all in favour, be accepted as a correct record, proposed by Cllr Hargreaves and seconded by Cllr Smith.

Minute 15/FIN/19 Cllr Dodds was to confirm that the new charging schedule for the use of the West Liss recreation ground had been agreed with LAFC as resolved in the previous meeting.

Minute 16/FIN/19 New model Financial Regulations had been issued in July 2019 and would be considered first by the Review Committee. Any resulting recommendations for revision of the Council Financial Regulations would then be considered by the Finance Committee. Generally the principle was that Council governance documents would follow model practice unless there were particular reasons to diverge.

Minute 26/FIN/19 Cllr Smith would hold a meeting with Chris Patterson (SDNPA) to discuss the future distribution of CIL and other developer contributions. The SDNPA policy approach to the release of such funds was discussed. Cllr Budden and Cllr Dodds would attend. Cllr Linsley was also available to attend the meeting, if necessary.

32/FIN/19 Review of Accounts

A new format for the Main Account spreadsheet was reviewed and the overall structure of the accounts was discussed. The RFO would liaise with the internal auditor to confirm the structural requirements of the accounts in relation to key considerations including the Liss PC Charities and VAT. The RFO would calculate the cost of the staff replacements both for 2019/20 and in support of the staff costs to be included in the 2020/21 budget.

33/FIN/19 Initial considerations in the preparation of the 2020/21 budget

The Council expected to receive significant CIL funding in the next financial year. This was to be mostly used to reduce the PWLB loan but some of these funds would be available to fund capital projects. Several capital projects had already been identified for 2020/21 and included the following: the replacement of the hot water dispenser in the Village Hall; scrub clearance at Old School Road;

the repair of the blocked drain at the Village Hall; a new path with improved accessibility to the Liss Pavilion. Specialist design input was proposed as of value to the “re-thinking” of the village centre and future highways improvements and a provision should be included in the budget for improvements to the Council Office. No new grounds equipment was required.

The spending needs for these projects were to be identified in time for the next Finance Committee meeting in November along with information on implications of the proposed budget on precept level and Council Tax. The allocation of some reserves would be reviewed under the 20120/21 budget.

Finally the RFO would provide a summary table of grant applications including the date the application received and the level of reserves held by the applicant.

34/FIN/19 Update on review of Council accounting software

The RFO advised that account preparation using Excel was still ongoing and was necessary for the successful setting up of the new software system in the future. The account and budget preparation work meant that the review of the accounting software would not continue until January 2020. It was agreed that overtime being worked by the RFO would be paid and staff committee would discuss any necessary change to contract hours for 2020/21.

35/FIN/19 To consider new savings account for Parish Council funds

Although there was a longer-term requirement to consider a higher return investment strategy, it was agreed to make a short term division of funds between more than one financial institutions to enable the funds to be protected under the Financial Services Compensation Scheme.

Resolved: To deposit £85,000 of Liss Parish Council funds to a new Liss Parish Council 6 or 12 month fixed term savings account with Nationwide. The decision on whether to be a 6 or 12 month term deposit to be decided by the Chairman and the RFO based on any penalty on early transfers out of the 12 month account.

36/FIN/29 Any other business

Resolved: In recognition of the difficulty of taking leave due to the nature of the work pattern, to pay a total of 10 days salary to the groundsman in lieu of carried over leave from the last two years

The meeting was closed at 21.15 hrs.

Date of next meeting: 4th November 2019 with a start time of 7.30pm