Minutes of the Finance Committee held on 28th February 2011.

Members: * Cllr H Linsley

Cllr S Halstead

Cllr L Mann (Highways)

* Cllr M Payne

* Cllr K Budden

Cllr R Mullenger (grounds)

* Cllr B Mayo (Chairman)

* Cllr P Payne

* Cllr G Baker (Buildings)

* Cllr A Wright

* Present

Apologies: Cllrs Halstead, mann & Mullenger.

01/FIN/11 Declarations of interests

There were no declarations of interests.

02/FIN/11 Matters arising from the minutes of the meeting of 1st November 2010

17/FIN/10 - The Clerk reported that LAFC Juniors had opted for LPC to do line marking of pitches rather than receive a grant.

The Chairman commented that there was to be a meeting with NCPFT & tennis club representatives to discuss the resurfacing or repainting of courts 1 & 2.

03/FIN/11 Consideration of the Main accounts to 28th February 2011.

The Clerk reviewed the accounts that had been circulated prior to the meeting. The following points were highlighted:

- Administration sundries were over budget due to expenditure on staff training as well as the cost of colour printing supplies.
- Grounds costs sundries were over budget due to expenditure on car park maintenance at West Liss recreation ground. The cost of car park repairs at Newman Collard Field had been fully recouped from insurers.

The Clerk said that it would improve reporting if the detail of expenditure was supplied as a backup schedule to a briefer main schedule & members agreed.

Cllr P Payne asked if LPC could move its fixed deposits to an alternative supplier as one was offering better terms for a 12 month account. The Clerk replied that public bodies did not receive the same rates as private individuals.

04/FIN/11 Consideration of the Charities accounts to 28th February 2011.

The Clerk reviewed the accounts that had been circulated prior to the meeting. The following points were highlighted:

- The accounts did not include receipts for January rentals.
- The accounts reflected a net cost of £1529 for the refurbishment of the kitchen. The total project cost, before grants & funds from LPC reserves, was £20234, some £800 under budget.
- A cost of £525 had been incurred in respect of repairs to West Liss pavilion.

There was a brief discussion on the problems with the main cooker in the village hall. It was noted that there would be a meeting involving the WRVS to decide on a course of action to seek repairs, replacement or redress from the contractor.

05/FIN/11 Motion to purchase temporary speed reminder signs referred from Council on 21st February

Cllr Linsley, seconded by Cllr P Payne, proposed the following motion:

"That Liss Parish Council purchase temporary speed reminder equipment for use on Liss roads." After discussion Cllr Linsley amended the motion as follows:

"That Liss Parish Council purchase temporary speed reminder equipment for deployment at sites around the parish subject to consultation & agreement with HCC Highways on the proposed sites & all required criteria being met."

The amended motion, proposed by Cllr Linsley & seconded by Cllr P Payne, was agreed unanimously.

06/FIN/11 Any other business

The Clerk reported that HALC had circulated facts & figures published by the Audit Commission that indicated many parishes having qualified accounts & that Liss was included. The qualifications related to late approval of accounts, due to the June meeting having unfinished business, & the incorrect allocation of an investment with a written down book value of £1 only. The Clerk felt that the AC's report was very misleading.

Cllr Wright asked what financial information would be presented at the Annual Parish Meeting & Members agreed that it was likely to be in the same format as the 2010 meeting.

Next Meeting: 19.30pm Monday 9th May 2011

19/FIN/08 Exempt Items

Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest. It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

<u>Job</u>	From <u>Grade</u>	To <u>Grade</u>
Clerk	SCP33	SCP35
Assistant Clerk	SCP16	SCP24
Groundsman	SCP18	SCP19
Cleaner/Caretaker	SCP7	SCP8

All cost of living awards would be applied, back dated to 1st April, when the Employers & Unions reached a settlement.

Minutes of the Finance Committee held on 23rd May 2011.

Members: * Cllr H Linslev * Cllr G Logan * Cllr B Mayo (Chairman)

* Cllr A Wright

* Cllr P Payne

Apologies: There were no apologies.

07/FIN/11 Election of Chairman

Cllr Mayo, proposed by Cllr Payne & seconded by Cllr Wright, was unanimously elected as Chairman for the ensuing year.

* Present

08/FIN/11 Declarations of interests

There were no declarations of interests.

09/FIN/11 Matters arising from the minutes of the meeting of 28th February 2011

There were no matters arising.

10/FIN/11 Consideration of the Main accounts for the year to 31st March 2011.

The Clerk reviewed the accounts that had been circulated prior to Council on 16th May subsequent to the internal audit visit on 13th May. The Clerk explained that the only point raised by the auditor was the low level of general reserves; good practice was to hold a free reserve of between 3 & 9 months of precept. Cllr Logan asked what amount was required & the Clerk replied that £30k was needed to achieve approximately six months of precept.

Cllr Wright asked about negative figures on the list of reserves & the Clerk explained that these arose from ongoing projects where funding receipts had not been received.

The Chairman said that some of the earmarked reserves might be a little underprovided & after discussion it was agreed that a detailed analysis of reserves be completed & presented to the next meeting.

11/FIN/11 Consideration of the Charities accounts for the year to 31st March 2011.

Accounts for the year to 31st March were tabled. There were no matters raised.

12/FIN/11 Consideration of grant applications

Community Payback - After discussion it was agreed that a letter explaining that there were no funds available for 11/12 but they were welcome to apply for inclusion in the 12/13 budget.

Disability Awareness UK - After discussion it was agreed to request accounts from the applicant as well as information on their activities in Liss.

At this point Cllr Payne left the meeting.

13/FIN/11 Any other business

The Clerk said that he had obtained a quotation for a chainsaw training course for the assistant groundsman; the cost was £450 to include NPTC assessment. Members agreed to accept the quotation & proceed with this necessary training.

The Clerk read a letter of response from Magnet to the LPC letter requesting compensation for the costs incurred by LPC due to the failure of the oven installed in the refurbishment work carried out by Magnet. LPC had requested £402 & magnet had offered £75.

Members agreed that the offer was unsatisfactory as the fault identified by Falcon's engineer was identified as a factory fault with the cooling fan wrongly fitted. The oven was, clearly, not fit for purpose. Magnet's letter claimed that they only fitted domestic installations yet they had been happy to accept the contract. It was felt by Members that the LPC level of usage does not constitute commercial usage. After further discussion it was agreed to respond to Magnet stating that the offer was unsatisfactory, their letter was inaccurate & that it was for Magnet to seek compensation from Falcon for the faulty supply of goods.

At this point Cllr Logan left the meeting.

14/FIN/11 Exempt item

Members agreed that the following item be treated as exempt as it concerned confidential employment

Consideration of continuance of certain contracts of employment.

Next Meeting: 19.30pm Monday 1st August 2011

19/FIN/08 Exempt Items

Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest. It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

<u>Job</u>	From <u>Grade</u>	To <u>Grade</u>
Clerk	SCP33	SCP35
Assistant Clerk	SCP16	SCP24
Groundsman	SCP18	SCP19
Cleaner/Caretaker	SCP7	SCP8

All cost of living awards would be applied, back dated to 1st April, when the Employers & Unions reached a settlement.

Minutes of the Finance Committee held on 8th August 2011.

Members: * Cllr H Linslev

* Cllr K Budden * Cllr G Logan * Cllr B Mayo (Chairman)

* Cllr L Mann Cllr P Payne

* Cllr A Wright

* Present

Clerk: D Bowery Apologies: Cllr Payne.

16/FIN/11 Declarations of interests

Cllr Wright declared a prejudicial interest in the grant application from EH CAB arising from her position as a volunteer worker at that body.

Cllr Budden declared a prejudicial interest in the grant application from the Liss, Greatham & Hawkley Friendship Fund arising from his position as LPC's appointed trustee representative on that body.

Cllr Linsley declared a personal interest in the grant application from the Liss, Greatham & Hawkley Friendship Fund arising from his personal friendship with Cllr Budden.

17/FIN/11 Matters arising from the minutes of the meeting of 23rd May 2011

The Clerk said that the detailed schedule of earmarked reserves as requested in minute 10/FIN/11 was included in the financial report & suggested that it be discussed when the July accounts were tabled & Members agreed. Cllr Linsley, referring to minute 13/FIN/11, asked if there should be a salary adjustment for the assistant groundsman now that his chainsaw training was complete. After discussion it was agreed that this matter be left to the remuneration committee.

18/FIN/11 Consideration of the Main accounts for the 4 months to 31st July 2011.

The Clerk had circulated accounts with supporting schedules prior to the meeting.

Income & Expenditure:

It was noted that with two new entrants to the HCC pension scheme staff costs would would be higher than budgeted for 2011/12.

Cllr Linsley asked why mileage payments were higher than normal & the Clerk replied that it was mainly attributable to staff travel to a training course. The principle of Members claiming mileages was discussed & it was agreed that Members appointed by Council to attend seminars etc. should claim for travel. Earmarked reserves

Cllr Wright raised concerns about the overspensds of £596 on the allotment regeneration & £253 on the Riverside Walk projects & suggested that a new reporting system was required to monitor such things. The Clerk felt that these overspends were fairly immaterial given that they represented about 3% of the total project costs. The over-run on the allotment was mainly attributable to £400 for extra fencing. Cllr Mann added that on such projects the original budgets were set on best evidence at the time & that subsequent exact costings would inevitably vary.

After discussions it was agreed that the available balances on some unused provisions be vired as fololows:

From:	£
Community Safety Lighting Provision	2500.00
Projects Fund	56.74
	2556.74
To:	
Allotment regeneration	596.45
Riverside Walk enhancement	453.58
NCPF bollard replacement	467.40
Balance to General Reserves	1039.31
	2556.74

Cllr Mann asked if the provision of £2490 for CCTV was required & the Clerk replied that it would be prudent to maintain this provision for use on the West Liss Pavilion or Skatebowl projects.

19/FIN/11 Consideration of the Charities accounts for the 4 months to 31st July 2011.

The Clerk had circulated accounts with supporting schedules prior to the meeting.

Cllr Budden raised concerns over the high cost of power for the village hall. The Clerk explained that the most bills had been based on estimated usage only.

Members discussed the possibility of installing solar power units to the village hall & it was agreed to refer the matter to the Buildings Committee for investigation.

The Clerks note on the need for a provision for re-roofing the village hall was discsussed & it was agreed that

there was a need for a structural survey to ascertain the condition of the roof. The cost of this would be investigated.

The Chairman said that these matters should be addressed in the formation of the 2012/13 budget that would be discussed at the meeting on 31st October.

20/FIN/11 Consideration of grant applications

Cllr Linsley said that some grant applications were arising as a direct consequence of other bodies cutting their grant funding. He did not feel that LPC was here to make up for cuts made by others. He proposed the following motion:

"LPC's default position would be not to grive grants in cases where the need arose from other bodies cutting grants."

The motion, seconded by Cllr Mann, was moved unanimously.

<u>Community Payback</u> - After discussion it was agreed that a letter explaining that there were no funds available for 11/12 but they were welcome to apply for inclusion in the 12/13 budget.

<u>Disability Awareness UK</u> - After discussion it was agreed to request accounts from the applicant as well as information on their activities in Liss.

The following grant applications were then considered:

Victim Support - It was agreed to make a grant of £100.

East Hants CAB - No grant would be made as the need arose as a result of other bodies cutting grants. Disability UK - No grant would be made.

Cllr Budden made a statement explaining the operation of the Liss, Greatham & Hawkley Friendship Fund. Cllrs Budden & Linsley then left the room.

Liss, Greatham & Hawkley Friendship Fund - It was agreed to make a grant of £200.

Cllrs Budden & Linsley then rejoined the meeting.

21/FIN/11 Any other business

There was no other business.

22/FIN/11 Exempt item

Members agreed that the following item be treated as exempt as it concerned confidential commercial matters.

Consideration of appointment of an architect for the West Liss Pavilion & Scout Hut project.

Next Meeting: 19.30pm Monday 31st October 2011

19/FIN/08 Exempt Items

Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest. It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

<u>Job</u>	From <u>Grade</u>	To <u>Grade</u>
Clerk	SCP33	SCP35
Assistant Clerk	SCP16	SCP24
Groundsman	SCP18	SCP19
Cleaner/Caretaker	SCP7	SCP8

All cost of living awards would be applied, back dated to 1st April, when the Employers & Unions reached a settlement.

Minutes of the Finance Committee held on 31st October 2011.

Members: * Cllr H Linsley

* Cllr H Linsley

* Cllr K Budden

* Cllr G Logan

* Cllr B Mayo (Chairman)

* Cllr L Mann

* Cllr A Wright

* Present

* Cllr P Payne

Clerk: D Bowery

23/FIN/11 Declarations of interests

Cllr Wright declared a personal interest in the financial matters relating to EH CAB arising from her position as a volunteer worker at that body.

Cllr Wright declared a personal interest in the financial matters relating to the VDG arising from her position as LPC's appointed representative on that body.

Cllr Budden declared a prejudicial interest in financial matters relating to the Liss, Greatham & Hawkley Friendship Fund arising from his position as LPC's appointed trustee representative on that body.

Cllr Mann declared a prejudicial interest in financial matters relating to the Crossover Youth Centre arising from his position as LPC's appointed trustee representative on that body.

24/FIN/11 Matters arising from the minutes of the meeting of 8th August 2011

There were no matters arising.

25/FIN/11 Consideration of the Main & Charities accounts for the 6 months to 30th September 2011.

The Clerk had circulated accounts with supporting schedules prior to the meeting.

The Clerk reviewed the accounts explaining that there was little change from the positions as explained at the August meeting.

26/FIN/11 Consideration of the Budget for the 2012/13 financial year.

The Clerk had circulated the budget schedules prior to the meeting.

The Clerk explained the assumptions used in the preparation of the budget which had been compiled using the same principles as in previous years. With projected staff changes this had led to inconsistencies arising from the cross charging of staff costs to the Charities accounts. It was also explained that, should the West Liss pavilion project proceed, then separate accounting for the future running of the facility should be introduced. This would not affect overall costs, just the splits between main & charities accounts. Members agreed that this action should be taken with effect from 1st April 2012.

Cllr Linsley said that he felt the imposition of a £15 surcharge on the precept was a matter for full Council to debate in public & proposed that it should not come as a recommendation from the Finance Committee. Cllr Logan said that it should be a recommendation to Council where it would be debated & saw no difference. The Chairman said that the agenda business should be to review the proposed budget & asked members to address that matter.

The following adjustments to the draft budget were agreed:

Precept as presented	Note	£	£ 140500
Adjustments on running costs:			
LAHS donation	1	-300	
Liss Village Club	2	-30	
LPCC	3	20	
Crossover Youth Centre	4	200	
Friendship Fund	5	-300	
Other donations	5	300	
General reserves	6 _	163	53
	_		140553
Adjustments on Project costs:			
Solar panels, Village Hall	7		3000
Adjusted precept		<u> </u>	143553

Notes

- 1 It was agreed that, from documents submitted by LAHS, there was no reason to increase their grant.
- 2 It was agreed that the LVC accounts showed healthy reserves & that they were content with any sum offered.
- 3 A late submission had been received from the LPCC & it was agreed to meet the sum requested.
- 4 A late submission had been received from the Crossover & it was agreed to meet the sum requested.
- 5 It was agreed that £300 be switched from the provision made for grant to the Friendship Fund & moved to general donations provision. The matter would be reviewed when the Fund provided accounts for their first year of operation.

 (Cllr Budden left the room while this item was debated & decided.)
- 6 It was agreed to add an amount to general reserves in order to maintain the precept at the same level as 2011/12.
- 7 It was agreed that a provision of £3000 be created towards the costs of solar panels for the village hall. Other grant funding avenues would be explored to meet the total £11k cost. The Chairman suggested applying for Fieldfare for a grant towards this project.

These adjustments gave a precept per dwelling of

	2011/12	2012/13
Normal precept	143553.00	143553.00
Pavilion premium	0.00	38996.70
	143553.00	182549.70
Number of band D dwellings	2597.78	2597.78
Cost per dwelling	55.26	70.26

Members then reviewed the proposed schedule of charges for 2012/13.

Cllr Payne felt that some charges should be rounded up for ease of calculation.

It was pointed out that rounding up on such small numbers resulted in large percentage rises & that LPC wished to remain competitive.

The committee then agreed the proposed charges for 2012/13.

Cllr Linsley repeated his thoughts that the pavilion surcharge should be treated as a separate issue at Council; he felt that a surcharge might affect villagers willingness to support further fundraising issues. Cllr Budden said that any loss on local fundraising would not match the amount that would be raised via the precept.

Cllr Logan said that the village had shown its support for the project & the proposed precept increase; this would be hugely beneficial when applying for other grant funding.

Cllr Budden felt that it also demonstrated the villagers' ownership of the project.

Cllr Payne said he was totally in favour of the surcharge.

Cllr Logan said that LPC had held the normal precept at a zero increase & that this would be the only increase.

Members then agreed to recommend a precept of £182549.70 to Council on a vote of 6 in favour with Cllr Linsley abstaining.

27/FIN/11 Consideration of grant applications

Cllr Wright said that the HCC/SDNPA were keen to use Liss as a model for a landscape character assessment project in the current financial year. It could involve a maximum cost to LPC of £350 being 10% of estimated cost. Members agreed that LPC would take part in this project with cost to a maximum of £350

An application had been received from LAFC for a grant towards their development fund that was for floodlight repairs, pavilion alterations & equipment.

A grant of £150 was agreed. The accompanying letter would point out the financial contribution that LPC already made by way of maintenance to the NCPF that benefited the club both directly & indirectly.

28/FIN/11 Any other business

Cllr Budden said that the SDNPA wanted LPC to take part in the neighbourhood planning project. There were funds available to meet printing & consultation costs up to £20000.

In discussion it was agreed that existing projects needed to be completed before LPC entered any new ones & that the danger of overlapping projects was that it might devalue some work already done.

At this point Members agreed an extension to the meeting of no more than fifteen minutes .

The Clerk requested that existing bank mandates be altered from any three signatories from 13 to any three signatories from Members of the Finance Committee plus Cllr Halstead. This would simplify the administration with the bank.

Members agreed this proposal.

Next Meeting: 19.30pm Monday 30th January 2012

19/FIN/08 Exempt Items

Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest. It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

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