



LISS PARISH COUNCIL

Draft Minutes of the Finance Committee held at Liss Village Hall

on 30th January 2023 7.00pm

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

*Present, in addition to S. Smith, Clerk

The meeting was clerked by S. Humphrey, Responsible Finance Officer

01/FIN/23 Apologies

Apologies were accepted from Cllr A. Smith.

02/FIN/23 Declarations of interests

The following non-pecuniary interests were declared:

- Cllr Budden noted his position as a member of EHDC.
- Cllr Williams declared an interest as LPC appointed trustee to The Newman Collard Playing Field Trust and as an allotment tenant.
- Cllr Wilson noted his position as LPC appointee to and member of the Liss Forest Residents Association and LPC appointed trustee to The Newman Collard Playing Field Trust.

03/FIN/23 Minutes of the meeting of 28th November 2022

Resolved: That the minutes of 28th November 2022 be accepted as a correct record subject to a couple of minor amendments (proposed by Cllr McDonald and seconded by Cllr Linsley with all in favour).

04/FIN/23 Matters arising from the minutes of 28th November 2022 in relation to LPC business

The RFO reported that the COIF account was currently showing interest rate at 3.3141% and interest was being received monthly.

The Chair noted that the account was highly rated and used by many councils and, although fairly low risk, there was some risk involved as the account was based on investments. The RFO would continue to report progress on yield via the RFO Report to Council.

05/FIN/23 Review of LPC Accounts for 3rd quarter (Oct 2022 to Dec 2022)

The RFO presented the report from Omega for the 3rd quarter (Oct 2022 to Dec 2022).

The Chair reported that the expenditure against budget for the LPC accounts was largely on track. Areas to highlight included an overspend training where £300 has been spent against a budget of £150 due to underbudgeting for year.

06/FIN/23 Update on earmarked (EMR) and General Reserves

Members noted that the EMRs were at an appropriate level.

The RFO noted that LPC General Reserves now stood at £119,314.26 after the setting up of the EMR Village Gateway of £81,204.68.

The Chair added that there were also reserves available in the Charities accounts but noted that, in line with the LPC Grant Policy, the recipient must return all monies to the Parish Council if they are unable to use them for the stated purpose. Therefore, any surplus Charities reserves would be returned to LPC and moved to the LPC accounts.

07/FIN/23 Approve regular payments for year

The RFO presented the list of regular payments for the year. The Chair asked that the gross column be deleted before sending to Council and Members agreed this was appropriate.

Resolved: That the regular payments for the year be put to Council for approval (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour).

08/FIN/23 Review of Asset Register

The Clerk presented the updated Asset Register, clarified a few queries from Members and undertook to check on a few aspects.

Resolved: That the Asset Register, as drafted, and subject to any further updates required, be put to Council for approval (proposed by Cllr Wilson and seconded by Cllr Linsley with all in favour).

09/FIN/23 Review of Financial Risk Assessment

The Clerk highlighted some proposed drafting changes to the Financial Risk Assessment which had been circulated.

Resolved: That the Financial Risk Assessment be approved (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour) subject to any further drafting amendments to be approved by the Chair

10/FIN/23 CIL Allocation

Cllr Wilson outlined the proposals for allocation of CIL funding put forward by the Facilities Committee.

Resolved: That Finance Committee recommend that Council allocates £50,000 of LPC CIL for improvements to Liss Forest Recreation Ground (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour).

Cllr Wilson noted that an early project to be funded from this sum would likely be a set of moveable goals as at West Liss Recreation Ground and Newman Collard Playing Fields, as requested by the Liss Forest Residents Association.

Resolved: That Finance Committee recommend that Council allocates £5,000 of LPC CIL to deliver on the additional environmental aspects to the Mill Road Community Garden (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour aside from one abstention - Cllr Budden).

Cllr Wilson noted progress on drainage works at Liss Forest recreation Ground and advised that it was now timely to consider design options for a new drainage system following on from the levels survey.

Resolved: That Finance Committee recommend that Council allocates £1,915 of General Reserves for design options for a new drainage system at Liss Forest Recreation Ground (proposed by Cllr Wilson and seconded by Cllr Linsley with all in favour).

Members discussed the funding for allotment improvement works and it was noted that a proposal would be put to Council for the allocation of General Reserves for allotment improvement works (approximately £5,000). Members noted that there were adequate funds in General Reserves for this purpose.

CHARITY BUSINESS

11/FIN/23 Review of Charity Accounts for the period Oct 22 to Dec 22 (3rd quarter)

The RFO presented the accounts for the 3rd quarter and reported that it was pretty much on track.

Members noted that the rental income for the Pavilion and pitches was good.

The Chair noted the need to double check a few categories, such as Tree Surgery, as it may be that some costs may still need charging from the LPC side to the Charities and allocation of the contribution from Newman Collard to the correct code.

The Chair reported that we will be re-submitting the Village Hall accounts to the Charity Commission as there was an error in the figures submitted previously which had arisen from the use of Excel spreadsheets prior to the move to Rialtas Omega.

12/FIN/23 Meeting Extension

Resolved: That the meeting be extended for a period of up to 30 minutes (proposed by Cllr McDonald and seconded by Cllr Williams with all in favour).

13/FIN/23 Approve regular payments for year

Resolved: That the regular payments for the year be put to Council for approval (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour).

14/FIN/23 Review of Fixed Asset Register

The Clerk advised that the Village Hall and Pavilion had been subject to a full valuation which was reflected in the Asset Register.

Resolved: That the Asset Register, as drafted, and subject to any further updates required, be put to Council for approval (proposed by Cllr Wilson and seconded by Cllr Linsley with all in favour).

15/FIN/24 Review of Financial Risk Assessment

Resolved: That the Financial Risk Assessment be approved (proposed by Cllr Wilson and seconded by Cllr McDonald with all in favour) subject to any further drafting amendments to be approved by the Chair

16/FIN/23 AOB

The Clerk highlighted the need for the Financial Regulations to be updated in order to meet the feedback from the Local Council Award Scheme accreditation panel.

Members agreed that the Clerk, RFO and the Chair would work on any amendments required to the Financial Regulations with a view to circulating these to the Finance Committee by 1st March for any feedback. Revised Financial Regulations would then be put to Council for approval on 21st March. If this timetable could not be met, the aim would be that revised Financial Regulations would be put to the April meeting of Council.

There being no further business to discuss the meeting was closed at 21.10 hrs

Date of next meeting: 3rd April 2023