Minutes of the Finance & Staffing Committee meeting held on Monday 21 January 2008 at 7.30pm in the Council Office

Present: RT Summerfield (chair) AJ Campbell JE Coston HM Smith

RLE Waters

In attendance: R Day B Jefferson

The clerk

1 Apologies for absence – none

2 Declarations of Interest – none.

3 Minutes – the minutes of the meeting of 15 October 2007 were approved and signed as a true record.

4 Matters Arising

45/1-08 <u>Lloyds Online</u> – the clerk had heard nothing further.

(438/10-07)

46/1-08 Youth staffing - G Covell's CRB check now received.

(439/10-07)

47/1-08 <u>Bank Account</u> – RTS and the clerk had decided to leave the Co-op bank account open (440/10-07) should Council decide to change from Lloyds. At present interest received was greater

than charges levied.

48/1-08 Youth Club float – resolved at Council. (440/10-07)

49/1-08 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 31 December 2007. The 60-Day bank statement had not yet been received

50/1-08 6 Review of Debtors and Creditors at 31 December 2007

Debtors amounted to £118.45 (minibus).

Creditor Merrydale Enterprises Ltd 04/07/2000 - £1480.50 to be written off at year end.

51/1-08 7 Internal Auditor report

(512/12-07) Committee noted the internal auditor's observations and made the following decisions:

- 1. Standing orders as shown on the web site are dated November 2006 Now updated.
- 2. Financial Regulations appear as Appendix B to Standing orders.
- 3. Minutes numbered sequentially by the clerk Internal audit suggested that the Chairman could number pages by hand **considered unnecessary.**
- 4. Agreed that the notes taken by the Clerk during meetings be kept for a year.
- Disability access Policy recommend that working group be formed to look at this
- Fire Certificate for office the clerk to investigate. Action: the clerk
 Fidelity Guarantee Committee were satisfied that the level was correct as it
 reflected the financial position of Council in April (when half of precept is
 received).
- 7. Some assets are not specifically covered. **Noted.**
- 8. Relationship with MCC clarified. The Parish Council is the freehold owner with the community centre leased to a charitable trust.
- 9. The Parish Council appears to reclaim some VAT (and legally confirmed in writing by VAT officer CALC report dated 03/10/07).

52/1-08 8 Review of Insurances and Risk Management

<u>Insurance</u> - Committee reviewed the insurances. The clerk would ask MCC to insure CCTV system at The Sycamores as from 1st April 2008. *Action: the clerk*<u>Risk management</u> – this was reviewed. The clerk and RHC would review all other risk assessments in readiness for February Council meeting as per Standing Order 58.

The clerk would check that a risk assessment for the office was up to date.

Action: the clerk

53/1-08 **9 Community Minibus Report**

(442/10-07) As the clerk and the minibus treasurer were having difficulties reconciling their figures RTS offered to do this at year end.

54/1-08 10 Review of Budget and Year-to-date Actuals

Committee reviewed the budget to date. Noted that play and youth were under spent. At year end Council the bowls green improvements expenditure should show £1,500 loan (to be repaid over 3 years) and £1,000 grant. The Foundation for Sport and Art would pay its £1500 grant at completion of works.

55/1-08 **11 2007/08 Year End Forecast**

Committee reviewed this and made several amendments.

56/1-08 **12 New Projects if any 2008-2011**

The chairman reported on Committee schemes that had been included in the draft budget.

57/1-08 **13 Expenditure Review 2008/09**

£18,000 still precepted for capital projects.

Office expenditure increased – possible equipment lap top computer, projector.

£2,500 needed for Parish Plan (min 517/12-07) and £1,500 net of grant was included in the budget.

£3,000 for play. Any under spend to be reserved for future play expenditure.

MCC grant request for 2008-09 £29,000.

MCC had prepared a budget for the youth building with a letting income of approximately £4,000 per year which would result in a deficit of £4,000 on the building for the year. Committee agreed to include this deficit in the budget. This payment to be made quarterly upon receipt of MCC accounts.

It was recommended that a meeting should be arranged between MPC and MCC. The two chairmen to arrange. *Action: the chairman of MPC and MCC*

58/1-08 **14 Precept 2008/09**

Total forecast income for 2008-09 £18,550 Total forecast expenditure £ 120,490

AGREED

to recommend a precept request for £101,000.

Chairman......

The meeting ended at 9.25pm.