

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 14 January 2014
commencing at 7.30 p.m.**

Councillors present – Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr Bob Hinder, Mrs Wendy Hinder, Mr G Smith together with the Assistant Clerk

1. Apologies and non-attendance.

Cllrs P Dengate (work commitments) Cllr K Macklin (absent)

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 11 November 2013.

The minutes of the meeting were **agreed** and **signed** as a correct record.

4. Matters Arising.

4.1 Minute 2594/5.1 Members **received** and **noted** the Clerk's explanation for the conflicting SCRIBE report.

4.2 Minute 2594/5.2 Income/Expenditure Report. Members noted that further investigations are necessary to find a way to tailor the report to the needs of the committee will be completed as soon as time allows in conjunction Cllrs Ivor Davies and Paul Dengate. **Action office /Cllrs I Davies and Dengate.**

The meeting was not adjourned as no members of the public were present.

5. Financial report.

5.1 Reconciliation of accounts report for 6 January 2014 - **received**. In the absence of the list of un-presented cheques Members were able to sign off the amount through a bank reconciliation that had been actioned after this report had been produced.

5.2 Income/Expenditure report as at 6 January 2014 - **received** with members seeking clarification and explanations on various codes.

5.3 Investment Bonds – Members **agreed** that the Clerk would investigate what options were available and to circulate out of meeting to committee members her recommendations. **Action office.**

6. Pensions

Members **received** the Clerk's report on the changes brought about by the Pensions Act 2008. The qualifying period for the PC to adopt the workplace pension scheme is 1st January, 2017. However Cllr Bob Hinder proposed with Cllr Geoff Smith seconding the motion for the Council to enrol with effect from 1st April, 2014. All councillors present were in favour. **Action office.**

7. 2014/15 Budget

Members **received** and **agreed** the draft budget with a couple of small changes and considered the precept for 2014/15. Cllr Wendy Hinder proposed 'The budget is recommended to the Parish Council and that a precept of £100,931.00 be set' this was seconded by Cllr Pat Brooks with all in favour of the motion. This amount remains the same as 2013/14. **Noted.**

8. Closure of Cooperative Bank account and opening of new bank account

Members **received** the Clerk's report and after some discussion agreed to keep the Cooperative account as a working account. Members also agreed to make a decision on a new bank account once legislation has been passed for Parish Councils to do Internet Banking.

9. Policy and procedures reviews.

9.1 Review of banking arrangements – In view of item 8 Members requested this item is deferred to a future meeting.

- 9.2 Procedure for considering tenders – The Chairman thanked Cllr Vic Davies for his report and members agreed in principle to his suggestions. It was agreed that Cllr Davies to liaise with the office to firm up the procedure. **Action office/Cllr Vic Davies.**
- 9.3 Grants policy and procedure – **received** and **agreed.**
- 9.4 Investment Strategy - **received** and **agreed.**
- 9.5 Annual Health & Safety and Accident Book Review, **received** and **noted.** Members requested that all accidents should be reported to the Estates Committee as a separate agenda item. Cllr Smith asked for clarification from the PC's insurers to confirm their procedure for reporting accidents. **Action office.**
- 9.6 F&GPC Policies and Procedures, etc. 2014/15 Calendar, Members received the clerk's report and requested that items requiring an annual review remain annual and items requiring bi-annual review are split between odd and even years. **Action office.**
- 9.7 Financial Regulations, **received** and **agreed.**
10. **Personnel Matters**
TOIL and leave report **received.**
11. **Dove Hill Allotments**
Members **received** the Clerk's report and **agreed** that for the first year the PC will fund the expenditure and when it is handed over to an association there will be an accrued some from the first year of running. **Action office.**
12. **Grant Requests.**
None received.
13. **Matters for Information.**
None received.
14. **Date of Next Meeting.**
Tuesday 11 March 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.05 pm
Signed as a correct record of the proceedings.

Chairman.....Date.....