

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 19 May 2015
commencing at 7.35 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder and Mr G Smith together with the Clerk.

1. Apologies and non-attendance

None as all members were present.

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

There were none.

3. Minutes of the meeting of 10 March 2015

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

4. Matters Arising From the Minutes

4.1 Minute 2735/4.2. Complaints form available to complete on website. This has now been activated and is working. **Noted.**

4.2 Minute 2735/4.4 New accounting software. Training has been undertaken by the Clerk & Assistant Clerk and the software was installed on 14 May. **Noted.**

4.3 Minute 2735/6 Website Review. No information/feedback was received from councillors. Cllr Dengate asked that a permanent sign up link for community alerts is established on the home page of the website. **Action: office.** The Chairman asked if more photographs could be placed in the gallery and councillors would be asked to supply them. **Action: councillors and office.**

4.5 Any other matters arising from the minutes, not on the agenda. There were none.

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

5. Financial report.

Members received a briefing on how the new style reports would gradually be introduced to members and committees. It was recognised that members would need to keep the office informed of whether that style report gave them the information that they felt was necessary.

5.1 Reconciliation of accounts as at 14 May 2015 **Received and agreed.**

5.2 Income/Expenditure report as at 14 May 2015 was not available but would be supplied to members out of meeting. **Action: Clerk.**

5.3 Investment Bonds. Members received notification of where funds were being transferred to. The Chairman noted that the Cooperative Bank funds were over the agreed £30,000 limit that was imposed by the parish council; the Clerk explained that salaries and also payment for the WWG unit were imminent and this figure would be quickly reduced. **Noted.** Two investments were due to mature just before or near to the next meeting and it was **agreed** that a decision on reinvestment could be undertaken out of meeting subject to the Clerk following the procedure already agreed for this action. **Action: Clerk and committee members.**

5.4 Minute 2735/4.3 Parish Councillor audit. Cllr Hinchliffe's audit was **Noted and received.** The Clerk was asked to amend the form as was recommended in the report. **Action: Clerk..**

5.5 Cooperative Account. Notification has been received that whilst free banking remains there was a reduction in interest rates and when interest would be attracted to the account. **Noted.**

6. End of Year Accounts.

6.1 Review 2014/15 budget v outturn. Members **received** the report.

6.2 **Received** a copy of the revised pages for the End of Year Return. The Clerk gave an explanation to members how the previous mistake had taken place. The Chairman supplied a spreadsheet which was also **received.** The Chairman

proposed that **a recommendation is made to the parish council to sign the End of Year Return. Unanimously agreed.**

7. Policies and procedures reviews

- 7.1 Reserves Policy (review). The Clerk notified members that she would be submitting a briefing note on the way Earmarked Reserves should be identified and managed and it was **agreed** that, with some minor amendments now, the document is reviewed in six month. **Action: Clerk.**
- 7.2 The parish office has undertaken reviews of the Petty Cash and Payment of bills by Direct Debit and Standing Orders list policies and has judged them as still fit for purpose. **Noted.**

8. Review of banking arrangements

Signatures and mandates were being collected. **Action: Clerk.** It was planned to open the account in June.

9. Personnel matters

TOIL, training, leave and leave/sickness cover. The Clerk's update was **received** and **noted.**

10 Grant Requests

None received.

11 Matters for Information

Walderslade Woodlands Group Awards For All application. Members' were notified that the grant application for the new store had been successful.

12 Date of Next Meeting

Tuesday 14 July 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 8.53 p.m.

Signed as a correct record of the proceedings.

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