

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 17 January 2017
commencing at 7.50 p.m.**

Councillors present: Mr I Davies (Chairman), Mrs L Clarke, Mr V Davies, Mr P Dengate, Mr B Hinder together with the Clerk.

1. Apologies and non-attendance

Cllr W Hinder (MBC work commitment) and Cllr S Martins (family commitment). Cllr Radcliffe-Godfrey (absent).

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

None.

3. Minutes of the meeting of 15 November 2016

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

4. Matters Arising From the Minutes

4.1 Minute 2934/4.1 Charitable Incorporated Organisations (CIOs). The Clerk is liaising with the new MBC officer concerning the need to obtain MBC's approval concerning changes to the leases for Grove Green Hall (GGH) and Vinters Valley Nature Reserve. Cllr Vic Davies asked that similar work be undertaken with KCC as he had been unable to get the relevant paperwork signed by KCC. Weaving Village Hall (WVH) had almost completed its work and will be submitting the invoice. Land Registry documents for GGH and WVH will be submitted. **Action: Clerk.**

4.2 Minute 2935/8 Prepayment Direct Debit Card. Signatures are being obtained and the paperwork will then be submitted. **Action: office.**

4.3 Minute 2934/12 Independent Internal Auditor. Lionel Robbins has been appointed and arrangements made for him to visit the office on 21 February. **Noted.**

4.4 Any other matters arising from the minutes, but not on the agenda. None.

As no members of public were in attendance the meeting was not adjourned.

5. Financial report.

5.1 Reconciliation of accounts reports.

5.1.1 Cooperative Bank. **Received and noted.**

5.1.2 HSBC Beechen Hall. **Received and noted.**

5.1.3 Unity Trust Bank. **Received and noted.**

5.1.4 Santander Investment Bond. **Received and noted.**

5.1.5 Barclays Bank. **Received and noted.**

5.1.6 Lloyds 3 month. **Received and noted.**

5.1.7 Lloyds Bank 12 mths. **Received and noted.**

5.1.8 Nationwide Beechen Hall. **Received and noted.**

5.1.9 Nationwide PC. **Received and noted.**

5.2 Investments. The RFO's report recommending a transfer of £20,000 from Barclays to the Unity Trust account and the reinvestment for three months of the maturing investments was **received and agreed. Agreed. Action: Clerk.**

5.3 Income/Expenditure report as at 5 January 2017. **Received and noted.**

6. Investment Opportunities

Summary of the Risk Assessment questionnaires. **Received and noted.** With the planned expenditure on Beechen Hall it was suggested that this issue be revisited in 6 months. **Agreed.**

7. Contingency Fund and Budget adjustments

7.1 Contingency Fund. The RFO sought permission to vire from the Contingency Fund (4210) £3,600 to Village Hall Grants (4280) due to the Grove Green Community Hall emergency grant of £3,500. **Granted.**

- 7.2 Contingency Fund – The Estates Committee sought permission for the release of £2,881 to pay for the extension of the existing safety surface within the play area at WDJO to accommodate the new Apple Slide. **Granted.**
8. **2017/2018 Draft Budget**
After consideration of the draft budgets submitted by committees and lengthy discussion on how much of the reserves should be drawn-down the Chairman proposed that ***“It is recommended to the Parish Council that the draft budget be accepted and that a precept of £107,437 be set”.*** **Unanimously agreed.**
9. **Personnel matters**
Verbal report on staff TOIL, training, leave and leave/sickness cover. **Received and noted.**
- 10 **Grant Requests**
None received. The expected grant application, to pay the lawyer’s fees for the CIO conversion, is to be decided upon out of meeting. **Action: Councillors and office.**
- 11 **Matters for Information**
11.1 As the government did not introduce referendum principles for parish or town councils in the 2017/18 local government finance settlement, the Parish Council was not required to hold a referendum about any Precept increase. **Noted.**
12. **Policies, Procedures and Reports Reviews**
12.1 Policy and Procedures Review calendar. **Approved.**
12.2 Parish Councillor Internal Audit (review). With some minor additions **approved** and the revised form will be brought into use.
12.3 Review of banking arrangements. The RFO’s report was **received and noted.** Members agreed no changes to the current set up but the situation to be monitored.
- 13 **Government Consultation on draft Public Service bill.**
Members decided not to respond to the consultation.
- 14 **Date of Next Meeting**
Tuesday 14 March at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.
- Meeting closed at 9.25 p.m.
- Signed as a correct record of the proceedings.

Chairman.....

Date.....