

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Finance Committee held at Wardhedges Road, Flitton on Monday 6 October 2014

Present: Councillors N. Arthur (Chair), S. Phillips (ex officio) N Thompson (ex officio), P Woodland and J Sparrey

Also Present: D Lawson: Clerk to the Council

1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

None recorded

2. MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 10 July 2014 were approved and signed

3. ANNUAL RETURN TO EXTERNAL AUDITOR

The Committee accepted the conclusion of the Annual Return and considered the two actions arising.

Following discussion about the recommendations relating to the revised asset register, it was noted that it would be impractical to include all the historic information required relating to the dates acquired, purchase cost and location of each asset within the Register as some of this information is no longer available. The Committee considered that the new Register represented a much better list of the Council's assets and was satisfied that this more than adequately safeguards the Council's interests.

The Committee noted that grant monies should in future be included in Box 2 rather than Box 3 of the Annual Return

4. QUARTERLY ACCOUNTS REPORT

The Committee noted the income and expenditure up to end Q2 and the following points were discussed

- The Clerks salary will need re-adjustment once the National settlement is agreed
- The Playing Field Sub Committee may exceed the budget this year because of vandalism and the bin replacement which were not scheduled. The amounts will be unknown until the Insurance claim is settled. Members of the Committee discussed using reserves to fund any difference subject to the outcome of the claim.
- The Clerk reported on the latest situation with regard to the MUGA gate Insurance claim and the Insurance Company's decision to exclude the height bar from any settlement. In addition the Company require two quotations for the work. The Committee asked for another quote to be sought from David Granger and the height bar exclusion to be queried.
- The Committee agreed that it would be best to replace both oak posts at the gates and noted the addition cost of £365, which was not included in the Insurance claim
- In terms of overall expenditure it was noted that there is likely to be at least one if not two more grass cutting cycles this year due to the mild weather so far.
- The Chairman of the Council noted that the new baby swing at the Playing Field was installed that day. Also that following a Highways meeting the planned works on the Safer Walking Route to School should commence shortly so that the £15k contribution would be required in the current financial year. He also noted that the CBC Cycling officer had offered to purchase the unused cycle racks and he needed to know urgently how many were remaining.
- The Clerk reported that there were sufficient funds in the Administration Budget to cover the costs of funding the next two editions of Flit'n'More and this was noted
 - The S137 grant budget, subject to the decision below, still contained sufficient funds to meet other applications. The Chairman of the Council suggested that an application

to fund the decorating costs may be invited from the Church Hall Management Committee and this was noted.

- The spending and income of the other sub committees was noted and it was agreed that the Clerk would write to the Chairs to find out what their expenditure plans are for the remainder of this year and next year.
- The Committee agreed in general discussion that the precept would be kept at roughly the same level next year to help finance the identified highway works.
- The Committee noted that the full discussion on the Community Benefit emanating from the Solar Farm project had not yet been finalised, but that any monies may be held as a separate fund for community expenditure.
- In general it was noted that the expenditure of £17,792.57 was in line with 50% of the total budget for the first two quarters of the year, but that in some areas (Cemetery subcommittee) the income was less than scheduled.

5. BANK RECONCILIATION

The balancing bank reconciliation balance was noted.

The Clerk explained that having electronic access to the bank statements had proved to be invaluable, although these were accessed through the Clerks personal account log in and that this situation needed to be resolved. The inability to do any electronic banking yet was also discussed and the Finance Committee agreed to look at other Bank accounts for the future. The Clerk will get some alternatives for the next meeting

6. REQUEST(S) FOR FUNDING

Three specific funding issues were discussed

- The Parish Council has been asked to sign the Expression of Interest and eventual Memorandum of Understanding relating to the installation of the defibrillator which the Village Hall Management Committee had signed up for. The costs were discussed and it was agreed to split with the Village Hall as follows
 - i) £150 each for community awareness training and installation cost.
 - ii) The Council to budget £126 per year for support service costs and the Village Hall to fund the annual energy costs of approx £50 per year
 - iii) The Council to insure the unit and add it to the asset register
 - iv) The Expression of Interest form to be completed and returned to CBC
- To note that the recent request for funding agreed by Council to the Friends of Flitton Moor (£1466) is now to be drawn over two financial years and that in the current financial year a sum of £550 is required
- To note that the PCC has agreed to postpone any work to commemorate WW1 until 2018 and that a suitable price has been found for the printing of F'n'M at £375 per issue and that this cost can be met as above

7. INFORMATION ITEMS

There were no other information items relating to the Committee

8. TO NOTE DATES AND ARRANGEMENTS FOR FUTURE MEETINGS

- 12 January 2015 and 13 April 2015

Dated this 12th day of January 2015

Chair of Finance Committee