

Minutes of the Meeting of the Finance Committee Held on Tuesday 19 February 2013 at 8.00pm in the Community Office

Present:

Councillors:

Tim Horton –Chairman
Harvey Batten – Vice-Chairman
Barry Adby
Ian Hill
Tony Williamson

Officer:

Kristina Tynan

11/13 Apologies for absence

Rhian Woods, Charles Rowton-Lee, Roger Beattie

12/13 To approve the Minutes from the Meeting on the 15th January 2013 which were received by Council on 12/2/2013

Resolved: That these minutes were a correct record of this meeting and that they be signed by the Chairman.

13/13 Matters Arising

Cheque Signatories – change to mandate sent to bank awaiting their response

Bank Accounts – TH and KT will be arranging a meeting with Barclays.

14/13 Declarations of Interest

There were no declarations of interest notified.

15/13 Budget/Reserves

1. Sports Field and Pavilion budget – this was attached to agenda.

There was much discussion on this. TW stated that the Pavilion Committee are very dependant on the money from the Sports Club and they have always kept up their payments even when they have been struggling. However they have made great steps in the last year and are now starting up a mini soccer school.

It was noted that they do all the work on the Sports Field also which is immense. They are now having some sponsorship and are having fundraising events. They have a Development Plan in place and work is going on for a 5 year Pavilion Business Plan.

TH suggested that energy costs are looked into and BA reported that this is being done for all Parish Council owned property. BA reported on the ADT contract which expires in Feb 2014 and he already has a much more competitive quote for March 2014 which will save money on the security costs and will actually give us more for our money. The Committee keep under

review the repair and cleanliness of the building and would like a cleaning budget to be built in at some point when it can be afforded. This will be looked at for next year's budget. TH asked if the Pavilion Committee could give a report for the next Finance Committee meeting.

2. Reserves – The Chairman and the Clerk had prepared a provisional end of year reserves position which was noted.

3. End of Year 2009/2010/2011 General Reviews

At the previous meeting the balances at the year end of 2010 and 2011 were noted to be significantly different and the Clerk was asked to investigate this.

The 2009 YE Balance was £131,719.00 which was primarily because the Council had received money for the new Play Equipment scheme which had yet to be spent. It also included letting money from the Town Hall which was then transferred to the Town Hall Charity Account when set up. The amount of money it was holding at the end 2009 was £52,000 which was then spent in 2010. Therefore at the year end of 2010 once the new play equipment scheme was finished, the balance was £74,656.00

At the Year End 2011 the balance was £65,344.00

At the Year End 2012 the balance was £74,369.00

This information was noted.

16/13 Staff Reviews – TH said that the committee need to look at elements of the reviews and it was agreed that a meeting take place with TH.IH and HB prior to the next Finance meeting. IH will prepare a report on the Staff Reviews.

17/13 Other Financial Issue

Internal Financial Review – Review of the Effectiveness of the Internal Audit

RECOMMENDATION TO COUNCIL: To agree the following statement;

‘The main role of the Internal Auditor is to check all the financial and accountable records that the Clerk must keep. This is done soon after the end of the financial year and involves all the financial transactions and both the legal authority and procedural authority for such transactions - eg the signed minutes of all meetings. Once the Internal Auditor is satisfied with the accounts and records, the Clerk prepares the relatively brief submission to the External Auditor. During the year the Clerk occasionally seeks his advice - eg in transferring the Receipt and Payment accounts, operated through the year, into Accrual accounts needed for audit. Were the Clerk to leave or become temporarily unavailable, the Internal Auditor would assist a new or acting clerk’.

2. Car Park Contribution Review – latest information was attached to the agenda

There was discussion on the businesses that have not contributed to the car park.

It was thought that it would be worth speaking to them direct.

TH to speak to Diamond Flooring, The Galley and The Spice Guru

HB to speak to Wild Thyme

IH to speak to Cucucine

It was thought that Barclays Head Office needs to be sent a letter

3. Car Insurance for the Clerk- KT has spoken with her Insurers and it will not cost anything to add work activities onto the schedule if done when the renewal is due. KT to action this for June 2013-03-05

4. Fixed Assets – Further to BDO raising an issue that of land marked as being purchased for a peppercorn it was agreed that these now have a £1 value.

5. Appointment of Internal Auditor

RECOMMENDATION TO COUNCIL: That we appoint Roger Symes as our internal auditor for Year End March 2013

18/13 Correspondence

1. HMRC – Notification of now having to report PAYE in RTI (Real Time Information) – **KT to implement this from 1st April 2013**

19/13 Items for Next Meeting.

Staff Reviews

20/13 Any Other Business

Pensions – TH reported that there is a new Government Scheme on pensions and that he is looking into it with regard to BT and KT.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.50PM