

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**  
**HELD ON WEDNESDAY 9<sup>th</sup> OCTOBER 2013 AT 7.30PM. IN THE**  
**BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE**

**Present** Cllr Richard Izard  
Cllr Steve Badham  
Cllr Val Evans

Cllr Paul Bryant  
Cllr Maggie Hill

**Apologies** Cllr Hancock

**In attendance** Debbie Harding (Clerk)  
2 members of the public

**FA26/13     APOLOGIES FOR ABSENCE**  
Apologies were received and noted as above

**FA27/13     TO ELECT AN VICE-CHAIR FOR THE COMMITTEE**

*Cllr Izard proposed Cllr Bryant as vice-chair of the Finance committee, seconded by Cllr Badham and carried unanimously.*

*Cllr Bryant signed his declaration of office*

**FA28/13     TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON**  
**12<sup>TH</sup> JUNE 2013**

*It was resolved that the previously circulated minutes of the Finance and Administration Committee were an accurate records of the meeting, proposed by Cllr Paul Bryant, seconded by Cllr Badham and carried.*

**DECLARATIONS OF INTEREST**

No declarations of interest were made.

**FA29/13     TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public requested that if any future meetings are held in the Gloucester Hall would the Council consider using a microphone and induction loop to aid the poor acoustics in that room.

Could the Council please consider the seating the Chairman and the Clerk facing the audience.

A point was made that when the Committee considers agenda item 37/13, the report from BDO requested immediate action to separate accounts and that other matters such as VAT in their opinion are not relevant.

**FA30/13**     **UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA**

The electric supply contract for Colden Common Park is due to expire and the Clerk will investigate the best tariff available. Clerk

The Southern Cooperative has agreed in writing to donate £724 towards to new metal bins in the skateboard park. The estimated total cost of two bins is £850. Clerk

The Clerk has received two S137 applications. They will be considered at the next Parish Council meeting. Applications will be invited on the noticeboards. The Clerk to forward the applications as soon as they are received. Clerk

The office photocopier contract ends early 2014. The Clerk is getting quotations for a new contract, which will be presented to the appropriate Finance Committee meeting. Clerk

The Clerk needs to restore the impress on the petty cash. The Clerk to confirm with Lloyds Bank/Post office that they will cash a cheque made out to cash. If this is not possible the Clerk will seek further guidance. Clerk

Monies have not yet been received from HCC to reimburse the cost of the two new bus shelters. The Clerk to chase the payment from HCC. The funds HCC are holding were through contributions made by developments at Sandyfields and Spring Lane. Clerk

**P 31/13**     **ASSISTANT GROUNDSMAN POST – TO RECEIVE A FUNDING STATEMENT IN RESPECT OF 2013-2014 ACCOUNTS.**

A statement showing the forecasted cost of the Assistant Groundsman's post against the provision made in the 2013-14 budget was circulated.

It was noted that at present there is no strategy to fund this post on an on-going basis and care should be taken in the future to ensure that long term financial commitments can be met.

**FA32/13**     **TO RECEIVE A STATEMENT IN RESPECT OF THE MAIN VARIANCE TO BUDGET IN THE 2012/2013 WHICH RESULTED IN A SURPLUS**

The budget allowed a £13K surplus to go back into reserves. A total of £24,602 was transferred back into reserves at as of 1<sup>st</sup> April 2013.

The Clerk circulated a detailed breakdown of the actual expenses versus the budget for the financial year 2012-13. The additional surplus was through increased income and savings in the recreation committee and planning committee

***It was resolved that the £24,602 surplus that has gone into reserves will offset costs of the skateboard park which are contained in the 2013-2014 income and expenditure.***

***Proposed by Cllr Paul Bryant, seconded by Cllr Richard Izard and carried.***

The Clerk to investigate further the costs of car park litter picking and lighting and report back to the Finance Committee. Clerk

### **FA33/13 RISK ASSESSMENT**

The Clerk produced a draft financial risk assessment and highlighted areas in the document indicate further action required. This will be reported at the next Finance meeting. Clerk

It was agreed to add into the risk assessment that the Clerk is to hold gas compliance certificates on file for the Recreation ground. Clerk

***It was resolved that review of risk assessment (s) should be a standing item on the Finance Committee agenda so that risk documents can be introduced or existing documents updated and enhanced on an ongoing basis.*** Clerk

***The Finance Committee also resolved to recommend this document for adoption by the Full Parish Council, proposed by Cllr Paul Bryant, Seconded by Cllr Evans and carried unanimously.***

### **FA34/13 TO REVIEW THE PARISH COUNCIL INSURANCE**

The Clerk circulated a copy of the current asset register and sums insured schedule from Aviva.

Two areas of action were highlighted. The asset register required some updating. Areas of open space are missing from the document such as North Pond, Bluebell Wood and areas of land around St Vigor Way. Additional equipment has been purchased such a trailer and two mowers.

In additional to updating the asset register a separate insurance replacement costs needs calculating. Currently street lighting does not appear to be insured, and play equipment appears to be under insured. It is unclear whether insurance cover is included for land owned by the two charities and a decision needs to be reached on insuring fences and benches. The insurance company has indicated that excluding property the cost for insurance is approximately .43p per £100 worth of value.

***It was resolved that the Clerk would work with Cllr Bryant on a draft asset register and insurance replacement costs and this would be presented at the next finance meeting.*** Cllr Bryant/  
Clerk

***Until this time, existing insurance cover presented no high risk to the Parish Council. Proposed by Cllr Bryant, seconded by Cllr Izard and carried.***

**FA35/13     INVESTMENTS**

Documents relating the two investments that are held by the Parish Council were circulated prior to the meeting. They are:-

Lloyds Bank, £25K in a market linked deposit due to mature 23<sup>rd</sup> June 2014 and £50K invested with the Co-operative bank due to mature on 23th June 2014.

Concern has been raised over the recent credit rating change for the Co-operative bank and the Parish Council has been trying to establish whether the council is covered by the Financial Services Compensation Scheme. Advice has been conflicting and it seems to rest on whether the Parish Council is a body corporate or not.

***The Committee felt that it was necessary to establish whether these funds (or indeed any other funds held in a bank) are included in the Financial Service compensation scheme in order to review risk and therefore it was resolved to ask the Clerk to obtain legal advice from Hedley's solicitors.***

Clerk

***Proposed Cllr Steve Badham, seconded by Cllr Paul Bryant and carried.***

If was agreed to recommend to the Parish Council that the investment with Lloyds Bank remain until maturity.

**FA36/13     TERMS OF REFERENCE**

Draft terms of reference for the Finance Committee were circulated prior to the meeting. Some amendments were made and version 2 will be held on file and will be presented to the Full Parish Council for adoption once all other Committees have followed a similar process.

Clerk

**FA37/13     TO CONSIDER REMEDIES IN THE ADMINISTRATION OF THE TWO CHARITIES WHICH THE PARISH COUNCIL IS THE SOLE TRUSTEE, AS HIGHLIGHTED IN THE BDO EXTERNAL AUDIT**

Discussions took place on the complexity of the situation.

Cllr Evans felt that for the purposes of convenience deregistering the charity should be explored.

Cllr Bryant believes this is very hard to do as the charity has assets which have been donated by an individual.

Cllr Izard noted that the pavilion is owned by the Parish Council but it is built on Charity land and part built on a neighbouring properties land.

Cllr Bryant felt that the external auditor has made a written report detailing action and that the Parish council should take action as per the report and not be clouded by other issues.

The Clerk responded by reading the e-mail received by Emma Prince at BDO which clarified actions which could be taken to remedy the qualification.

The Clerk is concerned that separation of the accounts is only one issue and that the costs of running's two stand-alone charities should be explored, as ultimately the Parish Council (and the tax payer) will have to grant income for the charities to exist.

Cost implications for the Charities include additional meetings for all decisions, insurance costs, all which will need to be met by the Charity and could not be met through existing income. Cllr Izard suggested a public meeting to be open to the electorate about the challenges both the charity and Parish Council face should be considered before decisions are made.

Cllr Bryant is concerned that if we can deregister the charity that we shut off a possible grant income scheme from other charities. Cllr Izard pointed out that Colden Common Park was mainly funded through non-charitable funds.

Cllr Bryant felt that perhaps leasing the land owned by the council to the charity could be considered at simplifying the Recreation ground joint ownership issues. Cllr Izard suggested that possibility of leasing the land from the charities to simplify management administration.

It was agreed to clarify the following points:-

The Clerk to contact BDO and ask if the e-mail dated 8<sup>th</sup> August from Emma Price offering possible solutions to the qualified audit such as deregistering the charity is an option that they would approve us pursuing.

Clerk

Ask the Charities Commission if they would meet with us to discuss the options.

Clerk

**38/13**            **TO PROVIDE GUIDANCE TO THE CLERK AND THE COMMITTEES  
IN THE PRODUCTION OF A DRAFT BUDGET FOR 2014-2015**

Cllr Bryant has produced a document which details a process for setting the budget. Due to time restrictions it was agreed to circulate the document by e-mail and feedback any comments to the Clerk

Clerk/  
ALL

**P 39/13**            **TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT  
UNDER THE PUBLIC BODIES (Admission to meetings act) 1960 –  
To discuss the terms and conditions of license for the use of  
Colden Common Park Pavilion – Little Wizards Pre-School**

Please see confidential meeting minutes.