

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON MONDAY 29th APRIL 2019 AT 7.30PM IN THE
COMMUNITY CENTRE, ST VIGOR WAY COLDEN COMMON

Present Cllr Steve Badham
Cllr Laurence Wilks

Cllr Richard Izard
Cllr Alex Loughran

Apologies Cllr Maggie Hill
Cllr Phil Seedwell

In attendance Debbie Harding (Clerk)
Sophie Thorogood
0 member of the public

F 45/18 **APOLOGIES FOR ABSENCE**
Cllr's Hill and Seedwell sent their apologies.

F 46/18 **TO APPROVE THE MEETING MINUTES HELD ON THE 17th**
DECEMBER 2018
The minutes of the meeting were circulated and approved as an accurate record of the meeting, proposed by Cllr Wilks, seconded by Cllr Badham and carried.

F47/18 **UPDATE ON MINUTES, CORRESPONDENCE AND OTHER**
RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE
AGENDA INFORMATION ONLY

The legionella report has been received and the Clerk is working on the risk assessment and processes.

The Clerk to ask the Tennis Club if Premier Tennis can provide an approximate rebuild per court value.

Winchester City Council have been looking at the arrangements agreed for the bring site at Colden Common Community centre car park whereby there was an agreement for the parish to share part of the textile's income (20%).

Based on the data, Winchester City Council consider a figure of **£2339** is due to the parish for the period September 2015 to September 2018. Winchester City Council will be arranging for the payment to be made. Thanks to Cllr Izard for pursuing this matter with WCC.

F 48/18 **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**
No public were present.

F 49/18 TO RECEIVE THE INTERNAL AUDITOR REPORT FOR THE FINANCIAL YEAR 2018-19

The internal auditor report for the financial year 2018-19 was circulated. The contents of which is noted and will be presented to the Full Parish Council at the Annual meeting on the 13th May 2019.

F 50/18 TO MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO SIGN, DATE AND APPROVE THE PROFIT AND LOSS STATEMENT PREPARED IN ACCORDANCE WITH PROPER PRACTICES BY THE PROPER OFFICER OF THE PARISH COUNCIL FOR THE FINANCIAL YEAR 2018-19

The profit and loss statement for the financial year 2018-19 showing income of £348,966.37 and expenditure of £239,280.14 was considered and it was resolved to recommend that the Council accept this statement as the final accounts for the financial year 2018-19, proposed by Cllr Laurence Wilks, seconded by Cllr Richard Izard and carried.

F 51/18 TO MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO SIGN, DATE AND APPROVE THE BALANCE SHEET PREPARED IN ACCORDANCE WITH PROPER PRACTICES BY THE PROPER OFFICER OF THE PARISH COUNCIL FOR THE FINANCIAL YEAR 2018-19

The balance sheet for the financial year 2018-19 was considered and it was resolved to recommend that the Council accept this balance carried forward of £208,277.39 as the final balance carried forward the financial year 2019-20, proposed by Cllr Laurence Wilks, seconded by Cllr Richard Izard and carried.

F 52/18 TO REVIEW STATEMENTS 1 – 9 OF SECTION 1 ON THE ANNUAL RETURN (ANNUAL GOVERNANCE STATEMENT) AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO APPROVE SIGNING THE STATEMENT, DECLARING IT CORRECT TO THE BEST KNOWLEDGE AND BELIEF WITH RESPECT TO THE ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2019 FOR SUBMISSION TO THE EXTERNAL AUDITOR.

The annual return section 1 was considered by the Committee. Question 4 of the statement has been ticked no as this refers to the fact that for the financial year 2017-18 the exercise of elector rights started on the day that the accounts were approved by the Full Parish Council last year, when it should have been the day after. This 1-day error results in a requirement to tick the answer no.

It was resolved to recommend that the Parish Council approve section 1 of the annual government statement for the financial year 2018-19 and approve the signing of the statement for submission to the external auditor.

Proposed by Cllr Steve Badham, seconded by Cllr Alex Loughran and carried.

F 53/18 **TO REVIEW SECTION 2 ON THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO APPROVE AND SIGN THE STATEMENT, DECLARING IT CORRECT FOR SUBMISSION TO THE EXTERNAL AUDITOR**

Section 2 of the Annual governance and accountability return for 2018-19 was reviewed.

It was resolved to recommend that the Parish Council approve section 2 of the annual government statement for the financial year 2018-19 and approve the signing of the statement for submission to the external auditor.

Proposed by Cllr Alex Loughran, seconded by Cllr Steve Badham and carried.

F 54/18 **TO REVIEW AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO RE-ADOPT THE STANDING ORDERS FOR GOLDEN COMMON PARISH COUNCIL**

The NALC 2018 Standing orders incorporate or reference new legislation since 2013.

Model standing orders that are in bold type contain legal and statutory requirements and it is recommended that councils adopt them without changing them or their meaning. Model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders. In such cases the Clerk has made tracked changes to the model standing orders as per the Councils current standing orders.

It was resolved that the Finance Committee recommend adoption of these standing orders by the Full Parish Council, proposed by Cllr Richard Izard, seconded by Cllr Laurence Wilks and carried.

F 56/18 **TO REVIEW THE RESERVES POLICY FOR GOLDEN COMMON PARISH COUNCIL AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL TO RE-ADOPT**

The Council current reserves policy was considered.

The policy is to be updated with the revised guidance contained in the Governance and Accountability for smaller authorities in England (2017).

The relevant section to reserves now being 5.166.

The committee took the opportunity to review the Council reserves in relation to the guidance in the Councils policy.

2018-19 Annual Return Reserves taken forward	£208,277
Less restricted reserves (CIL)	£101,748
Unrestricted reserves	<u>£106,529</u>
Assets to be replaced within 1-5 years (£80,822)	
Provision for 70% of the sum	£56,575
Annual precept (£173,250)	
Minimum to be held 25% precept	£43,312
Maximum to be held 50% precept	£86,624
Minimum restricted reserves	£99,887
Maximum restricted reserves	£143,199

Therefore, restricted reserves being taken forward at the end of 2018-19 are within our policy, just over 70% of provision for assets to be replaced within 1-5 years and 25% of the annual precept of the Council.

Risk Areas:

Of the assets due to be replaced within 1-5 years, this amount does NOT include items of machinery used by the Cricket Club and Bowls Club to value of £16,607.

Also does not include resurfacing costs of the CCCC Car Park and the replacement of the CCTV Cameras.

It was resolved to recommend the Parish Council re-adoption of the reserves policy, proposed by Cllr Laurence Wilks, seconded by Cllr Alex Loughran and carried.

F 57/18 TO CONSIDER MATTERS FOR THE NEXT AGENDA

The meeting closed.