

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON WEDNESDAY 23RD SEPTEMBER 2015 AT 10.00AM. IN THE
RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON

Present Cllr John Carry (Chair)
Cllr Steve Badham

Cllr Maggie Hill
Cllr Izard (at item 07/15)

Apologies

In attendance Debbie Harding (Clerk)
1 member of the public

FA01/15 APOLOGIES FOR ABSENCE

Cllr Izard gave prior notice of his expected late arrival for this meeting.

FA02/15 TO ELECT AN CHAIR OF THE COMMITTEE AND RECEIVE THEIR
DECLARATION OF OFFICE

Cllr Badham nominated Cllr Carry as Chair of the Committee, seconded by Cllr Maggie Hill. Cllr Carry signed his declaration of office and continued in the Chair.

FA03/15 TO ELECT AN VICE-CHAIR OF THE COMMITTEE AND RECEIVE
THEIR DECLARATION OF OFFICE

Cllr Carry nominated Cllr Badham as Chair of the Committee, seconded by Cllr Maggie Hill. Cllr Badham signed his declaration of office.

FA04/15 DECLARATIONS OF INTEREST

No declarations of interest were made.

FA05/15 TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON
27TH MARCH 2015

It was resolved to approve the minutes of the meeting held on the 23rd March 2015. Proposed by Cllr John Carry, seconded by Cllr Maggie Hill. Cllr Badham abstained.

FA06/15 UPDATE ON MINUTES FROM THE LAST MEETING

It was noted the reserves policy recommended by the Committee in March 2015 is required to be presented as a policy for adoption.

Clerk

Cllr Carry and Badham to review the asset register for discussion at the next finance meeting.

Cllr
Carry/
Badham

FA07/14 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

Rob Veck circulated a document which outlined the pro cons of a lease agreement between the Tennis Club and the Parish Council. Cllr Carry thanked Rob Veck for the research. It was agreed that an initial meeting would be arranged between Cllr Carry and Cllr Glasspool and Rob Veck to produce a draft.

Clerk

FA08/15 TO REVIEW THE WRITTEN ADVICE FROM DCK BEAVERS REGARDING VAT AND AGREE ANY ACTIONS

The written advice from DCK Beavers was circulated. The Clerk has written to the HMRC public bodies unit of expertise to ask which buildings the Parish Council has opted to tax. The Council is awaiting a reply. Once this information is received further discussion will take place.

Clerk

FA09/15 REVIEW THE RECREATION CHARITY AGREEMENT AND MANAGEMENT OF THE ACCOUNTS AND AGREE A RECOMMENDATION TO THE FULL PARISH COUNCIL

It was resolved to recommend to the Parish Council a revised management agreement between the Parish Council and the Recreation charity. Proposed by Cllr Carry, seconded by Cllr Hill and carried.

Clerk

FA10/15 TO REVIEW THE FINANCIAL RISK ASSESSMENT AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION

The Clerk presented an updated financial risk assessment for Colden Common Parish Council.

Key actions are

- Check rebuild value for CCP Pavilion
- Ask for details of the Community Centre building valuation for 1.2 million
- Remove Cllr Evans from the signatories mandate
- Request a key for the garage at Main Road from Men in Sheds
- Check status of alarm maintenance company at CCP
- Continue research for HMRC option to tax
- Continue research on pension auto enrolment and risk in relation to exit cost to the LGPS.

Subject to the risk assessment being updated with the actions as above, it was resolved to recommend the risk assessment to the Parish Council for adoption, proposed by Cllr Carry, seconded by Cllr Izard and carried.

Clerk

FA11/15 TO REVIEW THE BUDGET MONITORING STATEMENT FOR THE FINANCIAL YEAR 2015-16 AND REVIEW THE 5 YEAR FINANCIAL ILLUSTRATION FOR THE PARISH COUNCIL

The Clerk confirmed that an error was made on the 2015-16 budget, resulting in pension and NI contributions being under budgeted for the grounds staff to the value of £8,000. Provisions made within the budget for office relocation £2K and additional street lighting £5k are now not required.

Various post budget decisions have been made this year which are detailed as follows:-

-£2,500	Un-budgeted use of reserves for rec Pavilion electrics
-£800	Un-budgeted use of reserves for laptop
<u>-£3,300</u>	Subtotal - unbudgeted use of reserves
£2,100	Un budgeted sale of flail after new equipment purchased
<u>-£1,200</u>	Balance

These changes result in an unbudgeted use of reserves of £1,200 over and above the budgeted deficit of £25,100.

The Clerk presented the Q2 budget monitoring statement which forecasts the year end position of Income of £174,306, expenditure of £199,040 with the shortfall of £24,734 being funded from reserves which is slightly under the budgeted deficit.

FA12/15 TO MAKE AN RECOMMENDATION TO THE FULL PARISH COUNCIL FOR VIREMENT OF FUNDS FROM THE PLANNING PROJECT BUDGET LINE TO THE RECREATION BUDGET LINE

It was resolved to recommend to the Parish Council to vire £2,000 from the Finance Committee budget and £5,000 from the Planning Committee to the Recreation Committee budget to cover the shortfall in the budget for grounds staff pension and NI costs, proposed by Cllr John Carry, seconded by Cllr Maggie Hill and carried.

FA13/15 TO REVIEW THE OPENNESS AND TRANSPARENCY REGULATIONS AND AGREE ANY OUTSTANDING ACTIONS

The Clerk has read through the openness and transparency regulations. The code has a requirement for Councils who have income or expenditure over £200K to publish certain information. The Parish Council has decided to operate within the code as the expenditure is so close to exceeding £200K expenditure for this year.

The Clerk has updated the Parish Council website to comply with the majority of information that is required to be published with the code. The areas outstanding include number of car parking spaces and the most recent internal and external audit. This will be added shortly.

The intention is to load onto the WCC mapping service the area of land within the Parish Council ownership as well as the written list.
<http://www.coldencommon.hants.gov.uk/Governance Documents.aspx>

The clerk noted that it was felt that HALC had not been forthcoming on support or promoting best practice on this piece of legislation.

FA14/15 TO DISCUSS THE TENNIS COURT REFURBISHMENT TENDER PROCESS AND AGREE ANY ACTIONS

In accordance with the financial regulations the tender documents for the tennis courts will be opened no earlier than Friday 25th September and will be opened by the Clerk in the presence of Cllr Badham. Cllr Badham and he Clerk will sign and date the tenders and transfer the quoted figure onto a summary document for distribution, also signed and dated by both parties.

FA15/14 TO AGREE ITEMS FOR THE NEXT AGENDA

The following items were put in priority order.

- 1) DCK Beavers advice and actions required on VAT
- 2) Little Wizards lease review
- 3) Review of the bowling green lease
- 4) Draft tennis club lease
- 5) Little Wizards lease review
- 6) Pension risk research
- 7) Review of investments
- 8) Transparency code