

ALRESFORD PARISH COUNCIL

MINUTES OF COMMITTEE MEETING - THE FINANCE COMMITTEE The Pavilion, Ford Lane (To the rear of the Village Hall)

Friday 31st January 2020 at 10.00am

Present: Cllrs Frank Belgrove (Chairman), Ernie Osborne and Ann Wiggins
Also Present: Mrs A Baxter (Assistant Clerk/RFO) and one member of the public
Absent: Cllr Linda Belgrove

20/001 Apologies for absence: *To note any apologies.*

Cllr L Belgrove sent her apologies, she is unable to attend as she is working.

20/002 Declaration of interests: *To state any interests in the below agenda items.*

Cllr F Belgrove – the Chairman’s allowance (item 006 – pecuniary) and allotments (item 009 – personal)

Cllr A Wiggins – Family Support (Autumn Centre) (grants in item 008 - personal)

20/003 Minutes of the last Meeting: *To approve and sign the minutes of the meeting of the 18th October 2019.*

It was resolved that the minutes of the meeting of 18th October 2019 are true and accurate.

Proposed: Cllr F Belgrove, Seconded: Cllr Osborne, all in favour.

20/004 To receive an update on actions from the last meeting not covered elsewhere in this agenda

Cllr F Belgrove: The RFO is still to draft up a financial risk assessment.

It has not been investigated whether the allotment land was given to the village.

Cllr Wiggins will ask at TDC and the clerk is to follow up.

20/005 Appointment of Proper Officer (if required)

Not required as the assistant clerk was present.

20/006 Review of 3rd Quarter 2019/20

To review the expenditure for the 3rd quarter of 2019/20 against the set budget and consider the reserves.

Cllr F Belgrove: The summary shows that we are well within budget at the end of the 3rd quarter. Our net expenditure is at 70% of the budget.

The bills look high for lighting/heating of the Pavilion – this is to be looked into. It was discussed that we could invest in a smart meter to monitor consumption.

It has been noted that some Pavilion supplies have gone missing – all supplies are to be kept in a locked cupboard. The clerk is to action this.

The car park maintenance is high, but we are making an insurance claim against the cost of fixing the barrier post.

Grass cutting is high but some of the expenses included in the total are to be paid out of the devolution funding. The RFO is to separate these.

The external audit fee has increased. It was requested that this be added to the PC agenda for discussion.

Cllr Belgrove has found out that any of the devolved highways funding left at the end of the year can be carried over to the next year. He said that we should look into including the clerk and RFO’s admin time in this expenditure.

The Finance Committee were happy with the review.

Signature.....

Date.....

20/007 CiLCA

To discuss costs for the clerk and RFO to attend an intensive CiLCA course to be held in the Pavilion.

Cllr Belgrove: The costs will be approximately £500 for the clerk and £250 for the RFO less an unknown discount for the use of the Pavilion for the training. We are eligible for a 75% bursary towards the expense, providing the clerk and RFO are successful in their CiLCA qualification.

It was resolved that the clerk and RFO attend the intensive CiLCA training.

Proposed: Cllr F Belgrove, Seconded: Cllr Osborne, all in favour.

20/008 Grant Applications

To consider the applications made for grants and agree a recommendation to make to full council for approval.

The committee reviewed a summary of requested grants. The total came to more than the budget for grants (£5,000) so individual requests were discussed and recommended amounts reduced to come to a total of £5,000. See the grants summary sheet.

It was highlighted that the signage at St Peter’s will be an informational sign and can be provided under the tourism powers.

The IT equipment for the village hall is for the booking clerk and treasurer’s use.

The Alresford Advertiser has an increased round due to new housing and the grant is to cover the increased costs.

The luncheon club accounts have been reviewed and are in good order. The chair of the club has assured us that the donation will go to the Alresford luncheon club.

It was resolved that a recommendation be made to the council in accordance with the grants summary sheet.

Proposed: Cllr Belgrove, Seconded: Cllr Osborne, all in favour.

20/009 Allotment Fees

To consider making a recommendation to full council for an increase in allotment fees for plots rented at £17.50/year by £2.50 to £20.00/year, as suggested by the allotments working party.

Cllr Osborne: The working party discussed that there shouldn’t be a difference in fees as it is not based upon plot sizes, some of the £17.50 plots are larger than the £20 plots. There have been no increases in costs in many years and the costs are very reasonable.

It was resolved to recommend to the council that all allotment plots be charged at £20.

Proposed: Cllr Osborne, Seconded Cllr Belgrove, all in favour.

20/010 Review of quarterly bank reconciliations by a non-signatory of the bank account.

It was agreed to hold this over to the next meeting.

20/011 Meeting closes

The meeting closed at 10.33.

Minuted by Angela Baxter – RFO & Assistant Clerk
Contact rfoapcessex@outlook.com

Signature.....

Date.....