

Minutes 27th April 2017
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Ron Fairweather, Jean Routledge and Nick Bell
Mrs Baxter (clerk)

Meeting chaired by Cllr. Fairweather
Meeting commenced at 7.30pm

17/012 Apologies of Absence
None

17/013 Declaration of Pecuniary Interests and Non Pecuniary Interests
None

17/014 To approve and sign the Minutes of the meeting of 16th January 2017.
It was resolved to accept the Minutes of the meeting of 16th January 2017 as true and accurate.
Proposed: Cllr Fairweather, Seconded: Cllr Routledge, all in favour

17/015 To review the status of actions agreed at the meeting of 16th January 2017.
The status of the LED light upgrade was discussed. It was agreed in the PC meeting 20th April to upgrade all the PC owned streetlights to LED. Cllr Fairweather has not been able to get another estimate to do the upgrade (in addition to the quote received from our contractor A and J Lighting). Cartledge have gone out of business (our previous contractor for street lighting maintenance). It was agreed that if we are unable to get other quotes we are happy to use A and J lighting.

The PC and the Community Centre have the same insurance provider and so Cllr Fairweather is to provide the clerk with a copy of the Community Centre insurance document to check if there is any doubling up on the policies.

We have been unable to add Cllr Routledge as a signatory to the bank accounts using on-line banking so the clerk will print the hard copy documents to complete in order to do this. It was discussed that as the Finance Committee will be asking for a fourth member in the May PC meeting we can wait until then and review adding that member as a fourth signatory.

Cllr Fairweather will speak to his nephew about the use of an encrypted memory stick as an additional back up for the PC electronic documents. The clerk backs up the data onto a hard drive but to minimise the risk of losing the data in an event like a fire it would be good to store the data in two separate locations.

17/016 2016/17 Fourth Quarter and Full Year Review
To review the expenditure to the fourth quarter and the full year of 2016/17 against the set budget.

The following items were discussed as part of the review:
The clerk is to speak to 707 Ltd regarding the waste collection. We are being charged an additional fee each time the bin weighs more than our contractual amount, but we are charged a month in arrears and have no way of verifying the additional charges. The clerk is to ask if a note can be posted into the office each time the weight is over to notify us of the excess weight. Cllr Fairweather commented that for the last few collections the bin has been nearly empty.

Signature

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The grass cutting was discussed and looking though the hours spent on this in the last few years it could be seen that the total number of hours reduced after the new mower was purchased, which was as expected. Mr Dingwall spends more time on pruning now since doing the chainsaw training.

The mower maintenance was discussed, the mower will be due a service in January/February 2018.

17/017 End of year 2016/17, start of year 2017/18

To review the financial position including reserves going forwards into the next financial year.

The reserves are looking healthy. The cost of the LED upgrade which is in excess of the allocated reserve for that purpose will be taken from the unallocated reserves.

The PC has not overspent on its budget for 16/17. Some expenses were unavoidable larger than the budgeted amounts, such as insurance. However, with savings in other areas the total spend was less than budgeted.

17/018 2016/17 Annual Return

To review the draft Annual Return for the year ending 31 March 2017.

- i) Summary Finance Statements*
- ii) Section 1 – Annual Governance Statement 2016/17*
- iii) Section 2 – Accounting Statements 2016/17*

The fixed asset schedule was discussed and it was agreed that it has not changed since the previous year.

It was resolved to recommend the Annual Return to the full council for agreement. Proposed: Cllr Fairweather, Seconded Cllr Bell, all agreed.

17/019 Matters raised by Councillors for the next agenda or for information only.

The next finance committee meeting is to be provisionally booked for Thursday 13th July.

It was discussed that the membership of the finance committee would ideally be 4 councillors, 5 at a maximum.

The meeting closed at 8.48pm

Minuted by Mrs. A Baxter
27th April 2017
Contact: elmsteadparish@gmail.com
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Signature

Date