



Goostrey Parish Council

FINANCE COMMITTEE

MINUTES of the MEETING ON WEDNESDAY 5th JULY 2016, at 7.00pm in the VILLAGE HALL LOUNGE

Present: Cllrs Bennett, McCubbin, Morris, O'Donoghue

In attendance: S Jones, Clerk

1. **Declarations of Interest** - None
2. **Apologies for absence** - Apologies were received from Cllrs Godfrey & Rathbone.
3. **Minutes of meeting 5th April and 1st June 2016** – The minutes of the meetings of 5th April and 1st June 2016 were accepted as a true record of the meeting.
4. **Matters arising from the minutes of 5th April and 1st June 2016** – None.
5. **Draft Accounts for Q1 2016/17** – The draft accounts were reviewed and accepted but the committee.
6. **Financial position vs. budget Q1 2016/17**- The Current Financial Position vs Budget was reviewed and accepted by the committee.
7. **New Bank Accounts** – Further to the Parish Council's decision to go ahead with the creation of new savings accounts to ensure the security of the Parish Council's funds, the Finance Committee was tasked with sourcing appropriate accounts, opening accounts and distributing the funds between the accounts with a maximum of £75,000 in each account.
 - The committee agreed to increase the deposits in the current NS&I savings account from £49K to £75K.
 - After consideration the Committee agreed to set up two new savings accounts, one with Santander with a notice period of 180 days and an interest rate of 1% and another with the Skipton Building Society with immediate access and a variable rate of interest current 1% per annum.
 - The committee agreed to deposit £75K (Capital Reserves) into the new Santander account and £33904.05 (£28752.70 Capital & £5151.35 General reserves) into the new Skipton account. The NS&I account balance will be increased to £75K (General reserves). The Clerk will keep a record of the amount of capital reserve from Land sale & General reserve, in each account.
 - The committee agreed that it was appropriate to also set up the second Nat West Account to enable hirers to pay directly into the current account. We will keep a maximum of £5000 in that account at any time unless more is required to meet monthly expenditure. The balance will move to the new account and will be transferred to the current account when necessary.
8. **New Finance System – next steps** – The committee agreed that in preparation for the new finance system and the new Web site the Parish Office PC needs to be upgraded to a much higher specification. The committee agreed that a computer with a suitable specification would cost in the region of £900 (including VAT). The committee agreed a spend of £900 would be applicable.

The Sage One accounting and payroll system was preliminarily agreed at a cost of £25 + VAT per month. We will be contacting an accountant for further advice to be sure we are compliant with not only Parish Council standards but also accounting, HMRC and Workplace Pensions requirements. Training on Sage systems is also readily available.

9. New Web Site – Quotes received from 3 companies including our existing supplier.

After reviewing the 3 quotes (attached) the committee agreed that the Clerk should speak with NetWise to discuss features required for the new website. We would like to be able to start this up as soon as possible along with the new accounting package. Hopefully for October this year.

10. Telephone Line Rental Saver - Due for renewal in August at a cost of £185.88 pa compared to paying monthly which costs £214.88 pa (£29 saving) – The committee agreed that the Line Rental Saver options should be renewed and it should go on the payment Schedule for July.

11. Minor Items and Items for the Next Agenda

- Progress updates on items 7, 8 & 9.

12. Date of next meeting – 4th October 2016

Appendix A –New Website

Background

I have received 3 estimates of costs, one from our current supplier to update our site to make it compliant with the transparency code and two for new web sites that meet the transparency code and that will accommodate a room booking system to link to the proposed new accounts system if we choose this route. This would be an extra cost.

I would not count on these costs being completely accurate as the two new companies have not yet talked to us in detail about our requirements and the question of how much of our existing data we want to transfer is an issue which has a cost attached to it.

Quotes

CBJ Digital

Mike has had a look through what would be required to update the website with the Transparency Code requirements (that would include one or two additional presentation templates) and including making the site responsive we are looking at around £1500 + VAT. This would include a more contemporary look and feel. Did you have a budget set aside for this? For your reference, it's worth bearing in mind that to include all the relevant information and also making the site responsive, you would be looking at close to double this if you were to start again from scratch.

The system can be arranged like an availability calendar which shows all current bookings. For an example of one we have built see <http://www.ecn.org.uk/calendar>. Rather than including a direct charging facility from the calendar, we recommend a less expensive option would be to have a booking request form with the purpose of booking, dates & times required etc which would be followed up with a payment request. Not only is this less costly than a direct payment system, but it enables you to vet the booking for suitability in advance. You would still need some kind of payment system set up such as PayPal which we can organise for you. The costs are as follows:

Availability calendar: £700

PayPal (or similar) set up: £200

SSL certificate £175

All prices are subject to VAT.

In Touch with Communities

In terms of the website then our prices range from a very basic template site which start at £200, moving onto a more functional template site costing £500 and then moving onto around £1495 for the delivery of one of our Premium sites which provides a custom design for the council. These are the basic costs and we then have some additional services that we can add to this including

- Delivery of an e-Commerce function to allow you to take payments – Prices from £600

Chairman: Cllr Peter Godfrey

Clerk: Sharon Jones

- Delivery of a room booking module to allow you to let the public book rooms through the site – Prices from £600
- Transitioning content from your old site to a new site – Ranges from £300-900 depending on the time taken

NetWise

We have been working with a number of Parish Councils across the UK now and we have developed what we believe to be the best Transparency Code compliant website system available for Parish Councils.

Our system makes it very easy for administrators including Parish Clerks to update the website, add minutes, agendas, documents, news articles and more.

We are also able to include any additional functionality necessary, including the ability to automatically update Twitter and Facebook with any new articles submitted to the website. We can also offer an option to update your mailing list directly from the website and any users who are subscribed to the website will be automatically notified of any new articles etc. via email.

Regarding the option of a booking system for the village hall, this would not present a problem. We can integrate an effective booking system for your village hall, although this would incur a small extra charge as it is not part of the standard options within our packages.

You can view our prices and packages here <http://parishcouncilwebsites.org.uk/prices/> We feel that we offer great value for money and we also offer full support, including site software updates, email and telephone support and full hosting.

The sites are Basic £399, Standard £449 and Premium £599, the details can be found on the linked page in the paragraph above.

If you require training, we offer various training options including remote training, in-house or at our training facilities in Liverpool. Most of our customers have not needed training as we have developed our system to be as easy to use as possible.

We can also set you up with a demo of the system, so you can login and try out our system yourself.

Demo site can be viewed at <http://demo.parishcouncilwebsites.org.uk/>

Costs for a room booking system or payments system to link to accounts would be additional.