



Goostrey Parish Council

FINANCE COMMITTEE MEETING

MINUTES of the MEETING on TUESDAY 4th JULY 2017, at 7.00pm in the
VILLAGE HALL LOUNGE

Present: Cllrs Godfrey, McCubbin, O'Donoghue & Rathbone

1. **Elect a Chairman – Resolved:** Cllr O'Donoghue was elected Chairman.
2. **Elect a Vice-Chairman - Resolved:** Cllr Morris was re-elected as Vice Chairman.
3. **Declaration of Interests** - None.
4. Apologies for absence – Apologies were received from Cllr Morris
5. **Minutes of meeting 4th April 2017 - Resolved:** The minutes of the meeting on 4th April were accepted as a true record of the meeting.

6. Matters arising from the minutes

Item 13 – Banking – provision for purchasing items up to a certain amount between meetings.

The Clerk reported that there were two options:

- To pay a fee of approx £40 per year for a credit card which could be limited to a certain amount of spend per month.
- To order a debit card which could on which the spend could not be limited.

Resolved: The Committee agreed to the option of ordering a credit card which would be paid off each month by direct debit so that it would not accrue any interest.

Action: Clerk to obtain and complete an application for signatories to sign.

7. **Draft Accounts for Q1 2017/18 - Resolved:** The accounts were agreed.
8. **Financial position vs. budget Q1 2017/18 - Resolved:** The budget financial position vs budget was agreed.
9. **Risk Management Policies** – the Clerk reported that Cllr Morris had indicated that he felt a two-step approach was needed, one for the procedure and one for the identification of risks, using a risk register. The Clerk and Cllr Morris will meet to see what is required to be customised on the Policy and Register which are used by other councils.
10. **Budget & Precept information for Website - Resolved:** The committee agreed that the new budget vs actuals format could be used to create a budget document to be

posted on the web site. However, salaries for staff other than the Clerk would need to be given as a total figure so the individual salaries could not be identified.

11. **Reports from new accounts system** - IO introduced the new report structure for the Quarterly Budget vs Actuals to the Committee. All councillors were in agreement that the new version was much easier to read and that a new format should also be applied to the Quarterly Accounts report.

12. **Crossing Guard Proposal** – IO introduced the proposal he had received. There is currently no crossing guard and the feeling of the school and parents is that it is because the job is for a short time twice a day which makes it a low paid position. The idea is that if the number of hours worked by the Crossing Guard could be increased the job might appear more attractive, and that if there were more hours of work activities would need to be found to occupy the incumbent for these hours.

CEC will only pay the basic pay and there has been a donation from the School towards the extra hours. There is a deficit of around £1,500 and it has been proposed that if the Parish Council fund the additional hours, the Parish Council can have the use of the Crossing Guard for the additional hours, to carry out tasks perhaps for the Speedwatch group. The Amenities Committee is supportive of this initiative.

After some discussion, the Finance Committee asked IO if he could ask for the resident proposing the scheme to provide detailed costings for the project and to confirm if the job was a 12 month contract and circulate the information to the Committee.

13. **Additional Licence to carry out works for VH improvements** - The additional licence is for the second contractor to carry out the works to create a new doorway from the kitchen to the main hall.

Resolved: *The committee agreed to the additional licence for works fee of £700.*

14. **Hire of a skip to assist with clear out of hirer storage at VH** – For the clearing out of the bar servery cupboard and additional storage in the Village Hall a skip is required at a cost of £110 plus VAT for a 4 yard skip.

Resolved: *The committee agreed the cost of hire for the skip of £110 plus VAT.*

15. PART TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

- Village Hall Improvements – Items relating to the works in the summer at the Village Hall were discussed together with proposals for the future.

Approval of the Quote for Redecorating the Main Hall & Lounge – **Resolved:** *The Finance Committee approved the quotation for £1,383.68, which will be added to the*

Payment Schedule for the July Parish Council Meeting for the Parish Council to approve.

16. Minor Items and items for the next agenda

- PG proposed that the Staff Committee review the monthly salary payments instead of the Finance Committee.

Resolved: *The committee agreed to the proposal for the Staff Committee to review the month salary payments.*

- PG also suggested that the Parish Council might like to consider making a donation to the Remembering Nell Fund which has been set up to create a lasting memory to Nell Jones. A new 'Garden of Memories' is planned. An area where people can reflect and think. It will be an area open to the whole community.

Resolved: *The committee agreed to the proposal to make a donation to the Remembering Nell fund and will recommend to the Parish Council that a donation of £500 is made.*

- IO suggested that as there are only 5 members of the Finance Committee it would be better to have a 6th member, especially at holiday times.
- ***Resolved:*** *The request for a new member of the committee will be taken to the July Parish Council meeting.*

17. Next meeting - 3rd October 2017

18. Close meeting – the meeting closed at 8.30pm