

## MINUTES OF THE FINANCE COMMITTEE

Thursday 14 April 2016 at 7.00 p.m.

At The Community Room, Holmes Chapel Library, Holmes Chapel

<b>1. Attendance</b>	Cllr S Ranger Cllr B Bath Cllr D Savage Cllr R Parry Cllr J Clowes Cllr M Blomeley Cllr M Ranger  Cllr M J Street	Mrs NL Clarke – Clerk Mrs S McKay - Assistant
<b>2. Apologies</b>	None	
<b>3. Declarations of Interest</b>	R Parry – Holmes Chapel Singers, Royal British Legion D Savage – Holmes Chapel Singers M Street – Royal British Legion, PCC (Parochial Church Council)	
<b>4. Public Forum</b>	None	
<b>5. Minutes</b>	<b>RESOLVED (f15/16/17)</b> to approve the minutes of the Committee/Full Council meeting held on 14 January 2016	
<b>6. Matters arising</b>	The Committee noted that the interim audit was held on 22 March 2016. Comments made are dealt with in the clerk's report. (Appendix 1)	
<b>7. s.137 Donations</b>	The committee <b>RESOLVED (f15/16/18)</b> to recommend the following donations to full council: <b>All4U Cheshire</b> - supporting adults with special needs - £200 <b>PCC</b> - to provide assistance with relining their car park spaces in the Co-op car park - £200 <b>Royal British Legion</b> - to fund the band at the remembrance service - £350 <b>Holmes Chapel Singers</b> also requested a grant of £200. This was deferred to the next committee meeting, with more specific information required as to what the grant will be spent on.	
	At 7.15pm Cllr P Cotton arrived at the meeting.	
<b>8. Financial reports / update</b>	The committee heard a verbal report from the clerk relating to the detail of the interim audit report, and noted the 4 <sup>th</sup> quarter and year end accounts (2015/16) and the final figure to carry forward of £121,892. Cllr Clowes recommended amending the Risk Assessment in line with the recommendations from the audit report. The Clerk reported that the Asset Register needs amending to include insurance and actual values. The Committee <b>RESOLVED (f15/16/19)</b>	

	<ul style="list-style-type: none"> <li>• to receive and note the Clerk's report</li> <li>• to receive a report from the Finance Member</li> <li>• to recommend approval of the 2015/16 accounts and audit return subject to audit.</li> <li>• To update the Asset Register to include both the insured and purchase values, in line with recommendations from the auditor.</li> </ul>
<b>9. s.137 Expenditure</b>	The committee noted that the Department for Communities and Local Government has confirmed the sum for Parish Councils for s.137 expenditure of the Local Government Act 1972 for 2016-17 is £7.42 per elector. The allocation in the 2016-17 budget is £2000.
<b>10. Banking</b>	The committee received a report from the clerk and noted that the account with Barclays bank is now closed. Accounts remain open with Co-op and Unity Trust bank. The Committee were informed of the commencement of banking charges with Unity Trust. The Committee discussed the merits of allocating some parish funds into a savings bond and <b>RESOLVED (f15/16/20)</b> to allocate £75,000 into a savings bond, ensuring that the funds are available if necessary.
<b>11. Chairman's and Clerk's Reports.</b>	None.  Cllr Savage informed the council of a potential problem relating to use of a photograph on the Dane Meadow website, with a possible pending fine of £320.
<b>12. Next meeting</b>	To include review of Risk Assessment, Financial Regulations and Financial calendar.
<b>The Meeting closed at 7.29 p.m.</b>	

These minutes will be submitted for approval at the next meeting scheduled for 14 July 2016. Until approved they are draft minutes.

Signed as Chairman of the Committee as a true and accurate record:

.....Date.....

## **Appendix 1**

### **Clerk's report - Finance Committee 14 April 2016**

1. The accounts have been prepared and reconciled with the Bank. A summary of the accounts will be circulated prior to Finance Committee. This will go into the audit return.
2. A full set of accounts is available for inspection at the office.
3. VAT has been recovered to the beginning of March 2016 (£8,937.99) but not included in the year-end figures.
4. Tax, PAYE and NI has been paid for the year and the annual return has been submitted.
5. A similar balance to last year is being carried forward to 2015 / 16. Monies taken forward which has not been spent includes:
  - **£5,000** for the final payment (retention) for Dane Meadow;
  - **£5,000** allocated to Croco path project
  - **£900** surplus grant funding for Neighbourhood Plan project (to be kept in case of return to DCLG)
  - **£24,450** contribution to ES&R for repairs and maintenance work agreed by Full Council (will be paid in April 2016)
  - **Boundary signs** - hopefully to be paid in the next few months.
6. Several projects came to fruition over 2015-16 amounting to large payments: purchase of SIDS (£15,000), Elm Drive play area (£34,000) and final purchase of Christmas lights (£5,700).
7. Purchase of the former AP club has taken the Parish Council to new levels of expenditure and work load. A Public Works Loan of £850,000 has committed the Parish Council to a large annual repayment each year and a further PWL will be applied for shortly to cover the contribution to ES&R for the refurbishment of the community rooms.
8. Grants and donations totalling £875 have been given to five organisations including Royal British Legion (for the marching band and wreath), Girl Guiding, Junction 18 business group and Dane Sound radio.
9. An analysis of the receipts and payments show differences between budget and actual in several areas:
  - Salaries and related costs have increased due to salary increases, increased working hours and change of personnel. This should remain stable for the next year
  - electricity is showing an overspend due to a large bill covering the whole of 2014-15 which was in dispute.
  - purchase of office furniture when reconfiguring the office has produced an overspend
  - insurance costs have increased dramatically to cover the purchase of the Community Centre. This will be looked at in detail during renewal to take into account change in circumstances
10. The interim audit report is attached for information. Arising from this is, it is clear that procedures on quotations need to be tightened. The Financial Regulations and Risk Assessment need updating and these will be put on the agenda for the next finance committee.

### **Recommendation**

That the 2015 / 16 accounts and audit return is recommended to Full Council for approval.

Nicola Clarke, Clerk to the Council  
14 April 2016