

Minutes of the Finance Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 15th November 2011 commencing at 7.30 p.m.

Councillors present – Mr. M Pepper (Chairman), Mrs. P. Brooks, Mr. I Davies, Mr. V Davies, Mrs. W Hinder and Mr. G Smith together with the Clerk and a member of the public (until item 5).

1. Apologies and non-attendance.

None as all members were present.

2. Declaration of Interest or Lobbying.

Cllr Ivor Davies reminded members that he was the Secretary of Walderslade Woods Group and would abstain from item 7.

Cllr Vic Davies reminded members that he was a Trustee at Vinters Valley Trust and would abstain from item 12.1.

3. Minutes of the meeting of 13th September 2011.

The minutes of the meeting were **signed and agreed** as a correct record.

4. Facebook and twitter.

Ms. Adetoba gave a presentation on Facebook and the opportunities it presented to the Council. Members discussed issues relating to privacy, types of information, access and security. Ms. Adetoba was thanked for the information and presentation which members had found most helpful.

The meeting was adjourned at 7.55 pm and reconvened at 8.07 pm.

Members having accessed some examples of parish councils on facebook decided that they would like more information from Clerks/Councillors that actually had their councils on facebook. **Action** - office.

5. Matters Arising.

5.1 Minute 2310/4.2 Accounting software. Members to receive an introduction to the system. **Noted** that the next meeting could be held in the parish office and the system could then be accessed during the meeting.

5.2 Minute 2310/5.3 Bad Debt. **Noted** an offer to pay in installments had been received and if accepted would result in the suspension of the warrant. Should payments not be received then the warrant could be reactivated. Members **agreed** that this would be accepted and the Clerk was asked to investigate whether reactivating the warrant would incur a fee. **Action** – Clerk.

5.3 Minute 2311/8.4 Compassionate leave, **noted** addition of parent to list, added by full Council.

No members of the public were present so the meeting was not adjourned.

6. Financial report.

6.1 **Noted** and **accepted** Income/Expenditure report of 7th November 2011. Two issues were identified as needing clarification; code 81, Clerk to check whether this was an uncanceled budget amount; code 29 why was the amount so high at this time.

6.1 Reconciliation of accounts report of 7th November 2011 **received and signed off.**

6.2 **Received** Cllr Springates' Parish Councillor Audit. The Chairman asked that thanks be minuted for Cllr Springates' work.

7. Walderslade Woods Group.

Agreed proposed by Cllr Hinder seconded by Cllr Vic Davies that an additional £100 is released from the groups' unallocated grant to allow the purchase of a bat detector.

8. Outstanding Time off in Lieu.

Details were submitted and **noted**.

9. Policy and procedures reviews and adoption.

- 9.1 Grants policy and procedure **agreed** with a few minor improvements.
- 9.2 Reserves policy **agreed** with a few minor improvements.
- 9.3 **Noted** Annual Review Health and Safety.

As the time was 9.30 pm the Chairman used his powers to extend the meeting for half an hour.

10. Draft 2012/2013 budget.

- 10.1 Members considered the draft budget and made a few adjustments. An increase in the books budget was made to allow purchase of Parish Councillor Guides for councillors (after the elections) and the Clerk would remind members of the books that were available from the office. **Action** – Clerk.
Ref 4.2.10 Clerk was asked to check the budget amount as NALC had just announced a 3% rise in subscription rates. **Action** – Clerk.
- 10.2 Ref 4.4.4 subsistence allowance. Members **agreed** that the subsistence budget be increased to take account of the parish tour as members could claim the allowance. Members would then be required to pay for any amount over the basic allowance.
- 10.3 Ref.PR gifts, members **agreed** a budget of up to £300. The office to supply ideas for members to consider. **Action** - office.
- 10.4 Ref 4.7.4 £10,000 Community Project Dragon's Den style. Members discussed whether relevant projects would be submitted, identified that guidelines would need to be produced etc. **Agreed** inclusion in the budget. **Action** – Cllr Pepper to undertake background work for presentation to the Parish Council.

11. Internal Audit

- 11.1 **Received** the Independent Internal Auditors report.
- 11.2 **Agreed** extension of the contract of the Independent Internal Auditor for the 2012/13 financial year.

12. Grant Request.

- 12.1 **Received and welcomed** the Vinters Valley Local Nature Reserve report. After discussion it was **agreed**, proposed by Cllr Hinder seconded by Cllr Ivor Davies (with 2 abstentions) to reinstate the grant to the 2010/11 level. It was highlighted that this was an exceptional decision and that the reduction in grant would still exist for 2011/12 with a similar review in November 2012. Members were keen to see that the additional grant released was spent on something specific. The Clerk was asked to liaise with the Warden. **Action** – Clerk.
- 12.2 The Samaritans. After brief discussion the Chairman proposed from the chair that, in recognition of the exceptional role that the charity undertook in troubled times, £400 be awarded, **unanimously agreed**. Payment was made under section 137 of the LGA 1972.

13. Outstanding Project 2011/12 Update

Received the website report, **agreed** the request for release of unspent budget.

14. Matters for Information.

Noted Transparency Code for local Councils.

15. Date of Next Meeting.

Tuesday 10th January 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 9.50 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....