

Chiseldon Parish Council



Minutes of the Finance Committee meeting

held on **Wednesday 7th September 2016** in the Butts Road Chapel at 7.30pm

Present: Cllrs Matthew Harris (Chair), Sarah Bowles (VC), Paul Walton, Caroline Brady, Phil Costigan, Also Clair Wilkinson (Clerk)

Public: None

Apologies: Cllr Cabrera

16/13. Election of New Vice Chair

Cllr Costigan proposed Cllr Bowles to remain as VC until a new candidate can be sought. Cllr Brady seconded this and all those at the meeting were in favour. Cllr Walton also offered the committees thanks to Cllr Bowles for her continued support.

Action for Cllr Harris and Cllr Brady to approach Cllr West with regards to joining the Finance Committee.

Declarations of interest: None

Public recess: No public

16/14. Minutes of the previous committee meeting held on 3rd August 2016.

No amendments.

The minutes of the meeting held on 3rd August 2016 were then approved on a proposal by Cllr Brady and seconded by Cllr Costigan; all at the meeting in favour.

16/15. Matters arising

None

16/16. Action Points

All action points had been completed except getting quotes for CCTV at the Chapel which was in hand, and it was confirmed that the Clerk was to cancel the Hot Chilli Direct Debit with Santander.

16/17. Review Accounts

The monthly figures for income and expenditure were reviewed by the Committee and approved on a proposal from Cllr Costigan and seconded by Cllr Walton. All those at the meeting in favour.

16/18 Jubilee Fund review for Badbury Park Community Association (BPCA).

The Committee reviewed the request from the BPCA and after much discussion it was decided that the request didn't provide enough information with regards to how the fund would benefit the whole community. With the Community Governance Review coming to an end on the 30th September it would be prudent to see the outcome of this first.

Clerk to write to the BPCA advising that decisions would be deferred until after 30th September.

It was then discussed whether the Jubilee fund was still relevant and useful. The committee agreed to close the fund down, but review any short term requests on a case by case basis. Then after a period of approx. 2 months relaunch a new fund, with new clearer rules on how to apply and what criteria needs to be met.

Cllr Walton proposed, Cllr Brady seconded. The motion was passed on a majority with Cllr Bowles abstaining.

With regards to a BPCA request to fund flyers, again it was decided that it would be prudent to wait until the CGR had completed on 30th September.

It was also questioned whether any precept funds had been received from the Badbury Park development.

Clerk to add an agenda item for 2 months' time to review this after the CGR review is made public.

16/19. New printer for Clerks office.

The Committee was presented with a specification for a new printer for the Clerk's office to enable work to be carried out efficiently and make better use of the Clerks time. Cost £262.98 inc VAT. Cllr Costigan proposed this expenditure, Cllr Bowles seconded and all those at the meeting in favour of the purchase.

16/20 New Accounting system purchase

The Committee was presented with a spec for the Xero accounting packaged to be used by the Clerk for recording all financial transactions. The monthly software cost is £22.00.

In order to provide the benefit sought transactions back to 1st April 2016 would need to be rekeyed. To have qualified bookkeepers input this data will cost £375.00 plus VAT. Basic training for the Clerk can be provided at a cost of £40.00 per hour for 3 hours.

There is an extra option to purchase support if required.

This will enable us to easily monitor expenditure against budget. Will also do a bank reconciliation each month automatically.

The purchase of this system was proposed by Cllr Walton, seconded by Cllr Brady and all those at the meeting in favour.

16/21 New Expenses Policy

The Committee had previously been given and read the new proposed policy. There were no requested amendments or queries and was proposed as accepted by Cllr Walton, seconded by Cllr Bowles and all those at the meeting in favour.

16/22 Insurance premium renewal with Aviva

The premium had risen slightly from last year due to a 0.5% increase in Insurance Premium Tax and a 1% index-linking on property sums insured. This year's premium is £2,738.28, and the contract was subject to a "Long Term Agreement" which expires next year.

Cllr Costigan proposed we accept this expenditure, Cllr Brady seconded this and all those at the meeting in favour.

16/23. Any other business.

Clerk requested expenditure of £49.00 to remove a wasps' nest from a grave site. All those on the committee were in favour of this. Clerk to advise Environment committee and proceed.

The Council Chair is organising the Village networking tea party at the Chiseldon House Hotel for 12th November. Costs will be a maximum of 45 people at £5.00 per head.

Cllr Costigan proposed this expenditure, Cllr Walton seconded and all those at the meeting in favour.

Updating the website – Cllr Harris will distribute the 3 quotes he has received, to be discussed and voted on at the next Finance meeting.

Cllr Walton advised that despite his best efforts he has only been able to get Allbuild to quote for the external work needed at the Rec Hall. The quote is approx. £2400.00 plus the cost of materials. He has had no other responses to requests for quotes.

Cllr Costigan proposed we accept this quote, Cllr Brady seconded and all those at the meeting are in favour.

Date of next meeting: 30th November

Meeting closed at 20.54

