

# **Chiseldon Parish Council**



## **Minutes of the Finance Committee meeting**

held on **Monday 28 September 2015** in the Butts Road Chapel at 7.30pm

**Present:** Cllrs Phil Costigan (chair), Sarah Bowles, Caroline Brady, Matthew Harris, Paul Walton. Also Claire Maycock (Clerk)

**Public:** None.

**Apologies:** Barbara Tucker.

**Declarations of interest:** none

**Public recess:** No public

### **15/18. Minutes of the previous committee meeting.**

The minutes of the meeting held on 21 May 2015 were approved on a proposal by Cllr Walton seconded by Cllr Brady; all at the meeting were in favour.

### **15/19. Matters arising**

Matters arising are dealt with on the agenda.

The Clerk advised the meeting that she would chase up the Bobby Van Trust with regard to a presentation. No reply has been received to the advertisement for a handyperson.

All other action points have been actioned.

### **15/20. Income and expenditure for the year to date.**

The Clerk presented the income and expenditure figures for the year-to-date. She then ran through the payments for September and stated that the only non-routine items were £36 to update the cemetery map for Butts Road, £367.50 to replace two goals lost during work at the Recreation Ground, £126.83 for equipment donated to the Probation Service and £18.50 for a poppy wreath for Remembrance Sunday.

The figures for September, and for the year to date, were approved on a proposal by Cllr Costigan, seconded by Cllr Bowles; all at the meeting were in favour.

### **15/21. Forecast to year end.**

The Clerk presented a draft forecast to the year-end which will be circulated to the Chair of each sub-committee with the papers for their October meetings. The sub-committees will then be asked to consider their budget bids for 2015/16 and put a proposal together for the next meeting of Finance Committee. The forecast for this year shows that the Council remains in a solid financial position despite the extra work that has been required at the Recreation Ground and at The Old Chapel.

## **15/22. Items for discussion.**

The Clerk confirmed that the Treasurer's Savings account at Santander has now been closed, and that £100 compensation was received due to the delay in this process. The Council now has a current account and one Business Saving's account with the Bank.

The Clerk has confirmed that the money that was invested in the Aldermore Bond cannot be accessed until April 2016, but the forecast at present suggests that this will not be an issue.

After a discussion of historical decisions with regard to the Washpool Area Restoration Project (WARP), the Committee agreed to allocate a total fund of £1881 for this year and £1881 for the next financial year (representing £10 for the lease, £371 for insurance and £1500 for the contract with Wiltshire Wildlife Trust). The money will be held under the Environment Committee's budget but any underspend will not, however, be rolled over into the following year and the arrangement will be reviewed for 2017/18. This was approved on a proposal from Cllr Bowles, seconded by Cllr Walton; all at the meeting in favour.

The Clerk ran through the work still to be completed at The Old Chapel (removal of plaster and re-decoration) and Cllr Walton suggested that the Probation Service could be approached to assist with decorative works, limiting the Council's costs to materials only.

Work at the Recreation Ground is almost complete, but there is still an estimated £1000 of materials costs to come in.

The Committee then discussed the Jubilee Fund and agreed to allocate £3373.17 to a new budget line under the Finance Committee and re-advertise the Fund. The sum being allocated allows for up to six further grants of £500 plus the balance of £373.17 that is for equipment for the Probation Service (which has so far spent just £126.83 of its £500 allocation). It was further suggested that the Badbury Park Community Association be encouraged to apply for a Jubilee Fund grant. Approved on a proposal from Cllr Harris, seconded by Councillor Brady; all at the meeting in favour.

The meeting then agreed that the concept of 'ring-fencing' funds was no longer helpful so any money required for a specific purpose will now be held under the relevant sub-committee budget. Approved on a proposal from Cllr Costigan, seconded by Cllr Walton; all at the meeting in favour.

The Clerk then informed the meeting that she was looking into the Council's liability with regard to National Insurance before processing her first quarterly pay cheque.

She also confirmed that a number of minor payments (e.g. hire of skip at Recreation Ground, payment for Poppy Wreath) would be allocated to the Finance Committee's expenditure for the year.

## **15/23. Any other business.**

None.

The meeting closed at 8.40pm.

**Date of next meeting:** Monday 30 November at 7.30pm

## **ACTION POINTS**

<b>Cllr Walton</b>	<i>15/22</i>	Liaise with Cllr Rawlings to see if the Probation Service can assist with re-decoration of The Old Chapel
<b>Clerk</b>	<i>15/19</i>	Chase up the Bobby Van Trust with regard to a presentation
	<i>15/21</i>	Include year-to-date expenditure and year-end forecast figures with papers for October sub-committees and ask them to consider their 2016/17 budget bids
	<i>15/22</i>	Allocate £1881 to WARP under the auspices of the Environment Committee.  Allocate £3373.17 to the Jubilee Fund under the auspices of the Finance Committee and re-advertise availability  Contact the Badbury Park Community Association and suggest they apply for a Jubilee Fund grant  Confirm the Council's liability with regard to National Insurance on the Clerk's salary