

# **Chiseldon Parish Council**



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

held on **Wednesday, 31<sup>st</sup> May 2017** in the Old Chapel, Butts Road at 7.30pm

**Present:** Cllrs Matthew Harris (MH) (Chair), David West (DW) Vice Chair, Paul Walton (PW), Caroline Brady (CB), Ian Henderson (IH) and Clair Wilkinson as Clerk

**Public:** David Hill

**Apologies:** Cllr Jane Beaumont (JB)

**Non-attendance without apologies:** Cllr Phil Costigan (PC)

**Declarations of interest:** None

### **17/11 Vote in new Committee Chair**

MH proposed himself as Chair, and CB seconded. There were no other nominations.

All Cllrs present voted MH in as new Committee Chair

### **17/12 Vote in new Committee Vice Chair**

DW was proposed by as Vice Chair by CB, and IH seconded. There were no other nominations.

All Cllrs present voted DW in as new Committee Vice Chair

### **17/13 Public Recess**

David Hill addressed the committee with regards to a request to fund a session at Wroughton Library.

It was decided to wait until Wroughton Library knew if its proposal was successful with SBC before proceeding with the discussion.

The Clerk is to talk to Jodie the Wroughton Clerk for an update.

The Clerk is to ask on the FB page, website and Ridgeway Bell what support there is for this and also ask SBC for numbers of people who used the mobile library and now go to Wroughton.

MH commented that there is nothing in the budget for this so the funds will need to come from reserves, so we need to understand the costs breakdown for funding this service.

David Hill left the meeting at 19.45

#### **17/14. Minutes of the previous committee meeting held on 26<sup>th</sup> April 2017**

No amendments

The minutes of the meeting held on 26<sup>th</sup> April 2017 were then approved on a resolution by DW and seconded by PW; all at the meeting were in favour.

#### **17/15. Matters arising**

None

#### **17/16. Action Points**

Clerk: Ongoing actions:

**16/65 With MH.** To jointly review the bank balance against budget each month to show each Committee their spend and factor in forecast future spend against budget items

**16/65** Invite Committee Chairs to relevant Finance meeting to discuss their years expenditure plans against budget.

All other actions completed.

#### **17/17. Review Accounts**

The figures for May were reviewed with no comments.

**CB proposed the acceptance of these figures, PW seconded and all those at the meeting in favour.**

MH commented that the yearly figures were looking good. We are putting reserves away for future long term plans.

It was discussed whether the funds should be looked at on a quarterly basis on a cash flow basis.

30/50% of the precept to be held in reserves.

The Clerk is to arrange for a new CVPA sign to be costed up for approval.

At the July Full council meeting need to advise all committees on funds available to spend against their original precept requests. Make sure all the Committee chairs are invited to the 26<sup>th</sup> July finance meeting.

**17/18. Discussion and Vote on Env request to spend an additional £7.50 a week on having 3 bins emptied twice a week**

***A resolution was proposed to accept this increased expenditure. This was proposed by DW, seconded by CB, all those present in favour.***

**17/19. Discussion and vote on SBC CTSG changes, for recommendation to full council.**

The committee discussed the options and it was decided that option 3 provided the best value for money for the parish.

***A resolution was proposed to recommend to full council to vote for option 3. This was proposed by IH, seconded by PW, all those present in favour.***

The Clerk is to send round information on this for the June full council meeting.

The Clerk is to ask other PC's what they have voted for.

**17/20. Clerks next course and qualification**

The costs for this are around £550.00

**A resolution was proposed to approve these costs. This was proposed by CB, seconded by DW and all those at the meeting in favour.**

The committee then reviewed a document drawn up to detail the % of costs for the Clerk to refund should she leave PC employment within a certain date.

**A resolution was proposed to approve this document. This was proposed by PW, seconded by DW and all those at the meeting in favour.**

**17/21. New Signatory needed on Bank account for cheques.**

IH was happy to be a new signatory.

The Clerk will send MH the paperwork for this to be printed out.

**17/22. Funds for setting up the Church fete tombola stall.**

The committee was happy for the Clerk's costs to go through expenses.

The Clerk is to ask Allbuild for a contribution to the tombola such as garden maintenance.

**17/23 Funding Wroughton library session**

Already discussed during public recess

**17/24. Any other Business**

CB briefed the committee on the proposed changes to the composition of the committees. This will be discussed and voted on at subsequent full council meetings.

There was a discussion about in the future having an assistant for the Clerk.

There is also a need to hold quarterly strategy meetings. CB will look into arranging this.

The Finance Terms of Reference were looked at and no amendments were needed.

**The acceptance of this document was proposed by CB, it was seconded by PW and all those at the meeting were in favour.**

Meeting closed at 20.38

**Date of next meeting:** Wednesday 26<sup>th</sup> July 2017 at 7.30pm in the The Old Chapel, Butts Road.

**ACTION POINTS TO BE COMPLETED BY NEXT MEETING DATE**

<b>Clerk</b>	<b>16/65</b>	<b>With MH.</b> To jointly review the bank balance against budget each month to show each Committee their spend and factor in forecast future spend against budget items
	<b>16/65</b>	Invite Committee Chairs to relevant Finance meeting to discuss their years expenditure plans against budget.
	<b>17/13</b>	Talk to Jodie at Wroughton PC for update on library situation
	<b>17/13</b>	Ask on FB, Bell and website if there is support for funding a session at Wroughton Library
	<b>17/13</b>	Ask SBC for figures of mobile library users who now use Wroughton Library.
	<b>17/17</b>	Arrange for costings for new CVPA signs
	<b>17/17</b>	Make sure committee chairs are invited to July finance meeting
	<b>17/19</b>	Send round CTSG information for June full council meeting
	<b>17/19</b>	Ask other PC's what CTSG option they voted for.
	<b>17/21</b>	Send MH the bank mandate forms to print out
	<b>17/22</b>	Ask Allbuild for contribution to tombola prize for fete
<b>Cllr Harris</b>	<b>17/17</b>	In July full council meeting brief chairs on expenditure vs available funds based on their original precept request.
<b>Cllr Brady</b>	<b>17/24</b>	Look at holding quarterly strategy meetings.