

MINUTES OF THE WOODHALL SPA PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 4TH APRIL 2017 AT 3.25PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE

The meeting started later than scheduled due to the Planning Committee meeting overrunning.

PRESENT

Councillors: L Sisley (Chairman), D Clarke, T Clapton and R Sanderson

IN ATTENDANCE

A Bushell (Parish Clerk)

106/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

There were no apologies, all members were present.

107/17 DECLARATION OF MEMBERS' INTERESTS

There were no disclosable pecuniary interests declared in matters on the agenda.

108/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

109/17 NOTES OF THE FINANCE COMMITTEE MEETING HELD ON 7TH MARCH 2017 TO BE APPROVED AS THE MINUTES

It was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting.

110/17 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

(9944) 2017/18 Budget: LCC Highways had confirmed that the Parish Council would receive a one off transitional grant of £2,558.30 for cutting the highways grass verges in Woodhall Spa from April 2017 onwards. Members were reminded that this income was not in the 2017/18 budget because the Parish Council had not been made aware of this grant until after the budget had been set.

111/17 TO APPROVE PAYMENTS TO BE MADE

It was proposed, seconded and unanimously RESOLVED to approve the payments as detailed below:

Retrospective payments

Recipient	Details	Amount
Printerland.co.uk	Laserjet duplex printer & toner	✓ £333.74
Paul McFahn	Window cleaning	£15.00
Came & Company	Insurance renewal (2017/18 budget)	£832.43
Page Paper	Stationery	✓ £12.60
Continental Landscapes	Grave digging in March	£272.00
SSE	Electricity at PC Office	# £73.42
Susi Mulligan	Repairs to village sign	£300.00
Amanda Bushell	Travel allowance claim	£11.25
K&YM Scarborough	Repair to tap at the cemetery	✓ 6£30.00
Continental Landscapes	Grave digging	£272.00

Payments to be made

Recipient	Details	Amount
Welton Garden Services	Village & Cemetery maintenance	✓ £540.00
R.G Hygiene	Office cleaning – March	✓ £24.00
Talk Talk Business	Telephone calls, line rental & broadband	✓ £37.74
East Lindsey District Council	Business rates for cemetery (2017/18 budget)	£194.39
Public Works Loan Board	Loan repayment	£3,754.62
ICO	Data Protection Licence	£35.00
K.L. Morbey Fencing	Replacement fence at grit storage area in Jubilee Park	✓ £1,186.80

✓ Includes 20% VAT which will be reclaimed from HMRC.

* Includes 5% VAT which will be reclaimed from HMRC

112/17 TO RECEIVE THE LATEST BANK RECONCILIATION

The Committee received the latest bank reconciliation which was also the end of year bank reconciliation and showed that the Parish Council had £26,425.51 in its current account as at 31 March 2017.

113/17 TO REVIEW THE ASSET REGISTER

The Clerk confirmed that she had cross checked the asset register with the insurance schedule to check that all items that should be insured were insured. The Committee approved the asset register.

Cllr Sanderson informed the meeting that the disbanded Young Union @ The Hub would be requesting that the assets of the Youth Club be passed to the Parish Council for safe keeping. He was informed that the Parish Council would have to formally consider this request before it happened.

114/17 TO COME UP WITH A FORMULA FOR CALCULATING AN INCREASE TO CEMETERY FEES

It was proposed, seconded and unanimously RESOLVED to review the cemetery fees each time the grave digging contract was reviewed (currently every two years) and at this time the Committee would review the amount of space left in the cemetery, the amount of funds in the earmarked reserve, and adjust the fees by at least the amount that the grave digging fee had been increased.

115/17 TO RECEIVE COMMUNICATION FROM THE CO-OPERATIVE BANK REGARDING BANK SIGNATORIES, AND TO MAKE A RECOMMENDATION TO FULL COUNCIL

The Co-operative Bank had noticed that the Councils Financial Regulations only authorised members of the Council to sign cheques or orders for payment on the bank account, so this disallowed the Clerk from being an account signatory. The Co-operative Bank gave the Council two options, which were a) remove the Clerk as a signatory and add her as an Authorised Account person; or b) amend the Financial Regulations to allow the Clerk to sign cheques and orders for payments on the bank account.

It was proposed, seconded and unanimously RESOLVED to recommend to full Council that the Financial Regulations be amended to add the Clerk as a signatory, but state that cheques and all orders for payments must be signed by 2 Councillors and the Clerk, or just 2 Councillors.

The meeting discussed the risks of having the Clerk as a signatory, and also being the sole person with on-line access to the Parish Council's bank account. It was agreed to review the Financial Risk Assessment at the next meeting and contact the Co-operative Bank and ask about payment authorisation for on-line banking.

116/17 TO CONSIDER APPLICATIONS FOR GRANT FUNDING, AND TO MAKE A RECOMMENDATION TO FULL COUNCIL ON HOW TO ALLOCATE FUNDING

The Committee considered the 3 applications for grant funding and made the following recommendations:

Jubilee Park Bowling Club: Members had reservations about giving the Bowling Club another grant because they had been given 2 in the past 2 years. The recommendation by the Finance Committee was to buy chairs up to the value of £250 + donate them to the Bowling Club.

Woodhall Spa Heritage Committee It was recommended to ask the Heritage Committee if it had sought 3 quotes for the work and had evidence to show that it had applied for other sources of funding. It was also queried whether the wording next to the QR section was correct.

East Lindsey Citizens Advice Bureau: It was felt that the grant would go to running costs, so the CAB should be asked if it had a specific item that it wanted funding towards because the Parish Council did not give grants towards running costs. It was suggested that the grant application should be considered in November because the Parish Council would be able to know at that time whether there was any funds remaining in the grants budget.

117/17 TO CONFIRM THE TIMESCALES FOR THE INTERNAL AUDIT AND COMPLETION OF THE ANNUAL RETURN FORM

The Committee was informed that the annual return form had to be submitted to the External Auditor by 14th June. The Clerk would be completing the end of year accounts this week and contacting the Internal Auditor so that the internal audit could be completed by 16th May because the Parish Council would need to receive the end of year accounts and complete the annual return form at that May meeting.

118/17 TO SET THE DATE FOR THE NEXT MEETING

The next meeting was scheduled to take place on Thursday 4th May at 1.30pm.

The Chairman declared the meeting closed at 4.25pm.