

MINUTES OF THE WOODHALL SPA PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 7TH MARCH 2017 AT 3.00PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE

PRESENT

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

IN ATTENDANCE

A Bushell (Parish Clerk)

51/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

There were no apologies, all members were present.

52/17 DECLARATION OF MEMBERS' INTERESTS

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

53/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

54/17 NOTES OF THE FINANCE COMMITTEE MEETING HELD ON 5TH JANUARY 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.

55/17 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

(9826) Savings account: The new account with the Hampshire Trust Bank had been opened and the account with the Cambridge Building Society had been closed. The interest rate being received on the Hampshire Trust Bank account was lower than the amount quoted at the November Finance Committee meeting because by the time the forms had been completed and received by the Hampshire Trust Bank the interest rate on offer had been reduced. Members were informed that the amount of interest being earned was still higher than the amount it would have earned in the Cambridge Building Society account.

(9944) Precept: The precept amount recommended by the Finance Committee was not supported by full council which approved a 20% increase instead.

56/17 TO APPROVE PAYMENTS TO BE MADE

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

Payments to be made

Recipient	Details	Amount
Amanda Bushell	Wages – March	£1,016.97
HMRC	PAYE & N.I contributions – March	£253.97
LCC Pension Fund	Pension contributions – March	£405.47
Welton Garden Services	Village & Cemetery maintenance	✓ £540.00
R.G Hygiene	Office cleaning – March	✓ £24.00
Continental Landscapes	Grave digging	£270.00
Talk Talk Business	Telephone calls, line rental & broadband	✓ £37.74
Amanda Bushell	Travel allowance claim	£17.33

Tucann	Parish Council newsletter in the Wapentake magazine	£150.00
LALC	Annual training scheme (2017/18 budget)	£125.00
Paul Riddel Skips	Skip hire at Christmas Fayre	✓ £102.00
LALC	First Aid at work training course fee	£16.00
LALC	Annual membership subscription to LALC and NALC (2017/18 budget)	✓ £752.18

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

* Includes 5% VAT which will be reclaimed from HMRC

58/17 TO RECEIVE A FINANCIAL STATEMENT, REVIEW THE 2016/17 BUDGET AND RECOMMEND TO FULL COUNCIL ANY FUNDS TO BE EARMARKED

The Committee received the financial statement, reviewed the budget and made the following recommendations on earmarked reserves to be considered by Full Council:

- a) Move the balance of the 'Public Amenities/Seats Maintenance' budget into the Seats Earmarked reserve
- b) Move the balance of the 'Public Amenities/Village sign fund' budget into the Ornamental Village signs refurb budget
- c) Move the balance of the 'Public Amenities/Maps-Cases' budget into the Map Boards and Adverts earmarked reserve
- d) Move the balance of the 'Public Amenities/Community services' budget into the Community Services earmarked reserve
- e) Remove the JP Amenity Block repair work retention earmarked reserve, and put the £150 back into general reserves
- f) Remove the Projector earmarked reserve, and put the £30.01 back into general reserves
- g) Move the balance of the 'Cemetery/Tree' and 'Public Amenities/trees Church Yard' budgets into the Tree Work earmarked reserve
- h) Earmark the balance of the 'Public Amenities/Devolved Services for the purposes of covering any costs associated with assets or services being devolved to the Parish Council
- i) Move the balance of the 'Fees/Legal' budget into the newly formed Devolved Services earmarked reserve
- j) Move the balance of the 'Public Amenities/Rally Field' budget into the newly formed Devolved Services earmarked reserve
- k) Earmark the balance of the 'Fees/Election Costs' budget, so funds are available to pay for any future elections
- l) Earmark the balance of the 'Christmas Fayre/Lights & Trees' budget to pay for any changes that are required to the Christmas Lights next year in order to try and avoid having to increase the price that businesses are charged
- m) Move the balance of the 'Public Amenities/Royal Square Plants' budget into the newly formed Devolved Services budget

59/17 TO REVIEW THE KIRKBY LANE CEMETERY FEES AND AGREE ANY INCREASES TO THEM

It was suggested that the burial fee should also include the fee to erect a memorial on a grave so that it would be easier for families to make one payment which covered everything at the time of the burial. Members discussed the pros and cons of this and a vote took place. It was proposed, seconded and RESOLVED by 3 votes to 1 to leave it the way it was and to keep the memorial fee separate.

Members were reminded that the grave digging charges were increasing from 01 April 2017, so it was necessary to increase the cemetery fees to cover the increases. The Committee went through the burial fees document and agreed that the fees would be increased from 01 April 2017 and the wording on the cemetery fees document would also be amended as follows:

- a. Change the title of Part I to ‘ For Immediate Interment (For interment within 6 months of purchase), and remove the words ‘ For the Exclusive right of burial, not exceeding 50 years’
- b. Increase the fee for a single plots to £630 for residents and £1,080 for non-residents of Woodhall Spa.
- c. Increase the fee for a Children’s plots to £520 for residents and £670 for non-residents of Woodhall Spa
- d. Increase the fee for cremated remains in a full grave space to £350 for residents and £630 for non-residents
- e. Increase the fee for cremated remains in the Garden of Remembrance to £120 for residents and £210 for non-residents of Woodhall Spa
- f. Increase the fee for the interment of ashes in existing grave to £150 for residents and £300 for non-residents of Woodhall Spa
- g. Increase the fee for a cremated remains plot to £180 for residents and £340 for non-residents
- h. Change the title of Part II to ‘Reservation Fee’ and the wording to say ‘reservation’ instead of ‘exclusive right of burial’ in part II i.
- i. The fees for monuments and memorials would remain the same.

It was suggested that the Committee should come up with a formula for calculating the increase which would take into account any increase by the grave digger, and a percentage increase to cover inflation. It was agreed that this would be done at the next Finance Committee meeting.

60/17 TO CARRY OUT THE ANNUAL EFFECTIVE REVIEW OF THE AUDIT SYSTEM

The Committee reviewed the annual effective review of the internal audit system document and felt that no changes were required. It was proposed, seconded and unanimously RESOLVED to approve the document.

61/17 TO CONFIRM THE APPOINTMENT OF PETER SEYMOUR AS THE INTERNAL AUDITOR FOR YEAR ENDING 31 MARCH 2017

It was proposed, seconded and unanimously RESOLVED to re-appoint Peter Seymour as the internal auditor to carry out the audit for year ending 31 March 2017 at a cost of £110.

62/17 TO REVIEW THE ASSET REGISTER

It was proposed, seconded and unanimously RESOLVED to defer this item to the next meeting so that the insurance values could be updated after the insurance renewal had been received.

63/17 TO SET THE DATE FOR THE NEXT MEETING

The next meeting was scheduled to take place on Tuesday 4th April at 3pm.

64/17 TO RESOLVE TO MOVE INTO CLOSED SESSION TO CONSIDER QUOTES FOR CONTRACTS

It was proposed, seconded and unanimously RESOLVED to move into closed session.

65/17 TO CONSIDER QUOTES FOR REPLACING THE FENCE AROUND THE GRIT STORAGE AREA AT JUBILEE PARK; AND TO DECIDE WHO TO AWARD THE CONTRACT TO

Four quotes had been received and were considered.

It was proposed, seconded and unanimously RESOLVED to award the work to K.L.Morbey Fencing at a cost of £989 + VAT.

The work would be paid for from the balance of the 2016/17 Snow and Ice Plan budget and the remainder would be taken from the 2016/17 Community Services budget.

The Chairman declared the meeting closed at 4.15pm.