

St Leonards & St Ives Parish Council

Finance Committee Meeting

Minutes of the meeting held on 2nd September, 2009 at 7.46pm

Members Present: Chairman Cllr Mrs V Bell

Cllr R Bryan

Cllr R Dudman

Cllr Mrs J House

Cllr Mrs A Warman

Cllr J Crow

Cllr M Dyer

Cllr I Maddock

Cllr R Warman

Cllr Mrs S Smith

In attendance: Mrs Ann Jacobs Parish Clerk and ten members of the public.

Open Forum: None

171. Declarations of Interest – Cllr Mrs A Warman, the VHMC but only receiving the accounts.

Agenda Item	Name	Declaration
8.1 & 9	Cllr Mrs A Warman	Personal and Prejudicial – Chairman of VHMC reserves the right to speak under 12(2) on 8.1 and then leave. Will stay on 9 as nothing to speak to just a form.
8.1	Cllr R Dudman	Personal and Prejudicial – Trustee of VHMC will leave room for discussion
5	Cllr R Dudman	Personal - Age Concern
8.1 & 9	Cllr R Warman	Personal

The Chairman brought Members attention to the detail of 8.1 being for a very large grant. Correspondence from the Chairman of the VHMC and terminology used indicates that Cllr R Warman has been and is involved in this project on behalf of the VHMC and therefore asked that he reconsider his involvement and his declaration in case of possible bias. Cllr R Warman confirmed that he had helped with the paperwork but had not, to date, been appointed as Project Manager by the VHMC as no agreement had yet been reached. Cllr R Warman reiterated that the declaration was his to make and, until such time as agreement was reached and he was appointed Project Manager, it would remain personal and not prejudicial.

172. Apologies - none.

173. Minutes of the Finance Committee meeting 1st July 2009 page 14 was approved and signed as a correct record. Proposed by Cllr Mrs J House, seconded by Cllr R Dudman.

174. Matters Arising from the Minutes: None

175. Schedule of Payments - The schedule of payments dated 2nd September 2009, were discussed, a copy of which had been circulated to each Member, and is placed with these Minutes in the Minute Book see Appendix A. The schedule was approved. Proposed by Cllr J Crow seconded by Cllr Mrs S Smith
RESOLVED: That the schedule of payments dated 2nd September, 2009 (cheque numbers 003344 to 003372) be approved.

176. Bank Reconciliation: – The Clerk submitted for information a bank reconciliation for the period ended 23rd July 2009. A Copy of which had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. The bank reconciliation was agreed. Proposed by Cllr J Crow, seconded by Cllr R Bryan.

RESOLVED: That the bank reconciliation dated 23rd July, 2009, was approved.

177. Village Hall Management Committee – Copies of the accounts to end of June 2009 were noted.

178. Grants –

1. Village Hall Management Committee - A preliminary request for a grant towards a replacement heating system was received. A copy of which had been circulated to Members. Cllr Mrs A Warman spoke under section 12 (2) of the Code:– The VHMC had approached a number of external organisations for grant funding but had only been successful with EDDC who had awarded £12,000. This leaves a shortfall of approximately £12,000 (including VAT costs). The companies who have quoted are all local reputable HVCA Members. The optimum time for the work to be carried out will be the first 2 weeks of January as there is a lull in bookings. Cllr Mrs Warman had also been in contact with the Finance section of EDDC who were willing to pass the grant direct to the Council if they were willing to take on the project and then the Council could claim back the VAT. The Clerk was asked to respond: Recent advice obtained from

DAPTC, does not recommend this action without a direct ruling from HMRC prior to the decision being made. HMRC may decide that the Council was only acting as an agent and in which case VAT cannot be reclaimed. In addition Council's Standing Orders and Financial Regulations would have to be followed and require the project being put to a set tender process.

Cllrs Mrs A Warman and R Dudman left the room for the debate.

The Chairman summed up the discussion and advised Members that the only options were a lump sum grant or gifting a completely separate item, which would mean the Council obtaining a separate specification and quotations. Cllr R Warman advised that the boiler house work could be a separate project and could be isolated and the rest of the heating done as a separate project at a later date. The Clerk advised that a ruling would still have to be obtained from HMRC.

Advice was received from Cllr I Maddock who had carried out, on a voluntary basis, some minor repairs to the system. He confirmed that whilst safe for operational use it is old and parts will be difficult to obtain. It was accepted that the boiler did need replacing. After further debate it was agreed that a one off grant payment should be recommended to full Council, subject to the necessary paperwork being completed. Proposed by Cllr Mrs J House, seconded by Cllr I Maddock. (Cllr R Warman abstained).

RESOLVED: To recommend to full Council that a one off grant payment should be recommended to full Council subject to the necessary paperwork being provided.

The Clerk was also asked to write to HMRC for a ruling on such purchases if gift aided or leased to the VHMC by the Council.

- 2. East Dorset Citizens Advice Bureaux** – A request for a grant together with accounts for the last year end had been received and a copy circulated to Members. This was discussed. It was agreed, unanimously, to award a grant of £400. Proposed by Cllr J Crow, seconded by Cllr I Maddock.

RESOLVED: To award a grant of £400 to the East Dorset Citizens Advice Bureaux under the Local Government Act 1972, s142.

- 179. Rental Agreement** – The proposed agreement had been copied to Members. This was discussed. The concern was with the short timescale with eviction and the length of the contract. A rolling 12 month agreement would be preferred. This will be advised to VHMC. In addition the Clerk was asked to contact Mr Mallett of EDDC for advice on whether a formal letter would suffice. It was agreed that the Clerk will write and inform the VHMC. Proposed by Cllr M Dyer seconded by Cllr Mrs S Smith.

RESOLVED: To invite the VHMC to submit a revised proposal for further consideration by the Council.

- 180. Correspondence:** The Clerk reported advice given in SLCC newsletter concerning Chairman's allowance allocation. Evidence of expenditure should be provided. The Chairman has been advised and is keeping accurate records as evidence.

- 181. Council Reserve Fund** – This was discussed. It was noted that the fund was guaranteed until September 2010. Alternatives will be discussed at a later date.

- 182. Internal Audit** – the report from the Internal Auditor for the quarter ended 30th June was received and noted. There were no issues raised.

183. Exchange of Information:

1. Next meeting scheduled for 1st October 2009

The meeting closed at 9.02pm

CHAIRMAN