

St Leonards & St Ives Parish Council
Finance Committee Meeting
Minutes of the meeting held on 7th April 2010, at 7.47pm
In the Committee Room at the Village Hall, Braeside Road, St Leonards

Members Present: Chairman Cllr Mrs V Bell

Cllr R Bryan

Cllr M Dyer

Cllr C Preece

Cllr Mrs A Warman

Cllr R Dudman

Cllr Mrs J House

Cllr Mrs S Smith

Cllr R Warman

In attendance: Mrs Ann Jacobs Parish Clerk. Three Members of the Public

Open Forum:

495. Declarations of Interest – The Chairman reminded Members of the requirements of the Code and declaring interests.

Name	Item and reason	Type of Declaration
Cllr Mrs Smith	Item 5 Schedule of payments	Personal and Prejudicial
Cllr Mrs A Warman	Items 12 (ii) and (iii) VHMC Chairman, will speak under 12(2) of the Code and then leave the room.	Personal and Prejudicial
Cllr R Warman	Items 12 (ii) and (iii) - Spouse of Chairman of VHMC	Personal
Cllr R Dudman	Items 12 (ii) and (iii) VHMC Trustee. Also Age Concern should anything arise. Will leave the room.	Personal and Prejudicial

496. Apologies were received and accepted from Cllr J Crow.

497. Minutes of the Finance Committee meeting 3rd March, 2010, pages 75 & 76, the Minutes were approved and signed as a correct record. Proposed by Cllr Mrs S Smith, seconded by Cllr R Bryan.

498. Matters Arising from the Minutes: None

Cllr Mrs Smith left the room for the next item.

499. Schedule of Payments - The schedule of payments dated 7th April 2010, 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 Mrs J House, seconded by Cllr R Warman.
RESOLVED: That the schedule of payments dated 3rd March 2010, (cheque numbers 003478 to 003504- excluding 003502) be approved.

500. Bank Reconciliation: – The Clerk submitted for information a bank reconciliation for the period ended 31st March 2010. Proposed for acceptance by Cllr M Dyer, seconded by Cllr C Preece. Agreed unanimously. A copy of which had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B.
RESOLVED: That the bank reconciliation dated 31st March, 2010, was approved.

501. Village Hall Management Committee – The accounts for 28th February, 2010 were noted.

502. Annual Parish Meeting – A report detailing the Expenditure Vs budget for the year was circulated. A recommendation to move funds into ear marked reserves was discussed. It was agreed to move the funds as per the recommendation. Reviews will take place every three months.

503. Reserve Holdings – A National Investment Strategy is due to be released shortly. Monies held in the Fixed Reserve are protected for 100% until the End of September. The working party will discuss once the Strategy is received. The Clerk will chase up and copy to the WP as soon as possible. Recommendations to be put to the Committee by the end of July.

504. Finance Seminar attended: The Clerk reported on the recent training seminar particular attention drawn to amount of working capital retained for April and restating asset values on returns. The recommendation of the Trainer was to ensure historic values of the Assets are recorded on the Return. Noted. The Clerk will contact EDDC and ask for confirmation of payment dates for the precept and monitor cashflow accordingly.

505. Internal Audit – The Audit took place on 6th April. Mention was made of carrying out an insurance review and updating the asset register in line with the training recommendations. The written report is awaited.

506. Grant Requests –

i) Greyfriars Playgroup – A grant request to assist with costs of artificial grass to replace bark pit was received. This was discussed at length. Although it was noted that 10% of the pupils are from this Parish, concern was raised about giving a grant to a group outside the Parish when a Parish Playgroup existed which could lead to criticism by the Parish Electorate. The contingency budget has been reduced to £500 for this year and priority must be given to Parish groups. The Clerk will decline the request. Proposed by Cllr Mrs House, seconded by Cllr R Warman.

RESOLVED: To decline the request.

Cllr Mrs Warman spoke on the next item under 12(2) of the Code of Conduct. Emphasis was put on carrying out the work during August when bookings were low. Cllr R Bryan requested that a check was made to ensure that a permanent vent was not required – Cllr Mrs Warman will check and confirm this. Cllr Mrs Warman and Cllr R Dudman then left the room for the debate.

ii) Village Hall Management Committee grant request for gift aid to replace windows in the Main hall, estimate of cost £6895– This was discussed. It was recognised that the existing windows were in need of replacement and essential work. Budgetary provision of £8,000 was set aside for the VHMC. It was agreed, unanimously, in principle to gift aid the replacement windows in the Main Hall to the VHMC and commence the gifting procedure. The Clerk will commence the gift aid procedure and obtain quotations for replacements in accordance with the specification provided by the VHMCV and financial regulations of the Council. Proposed by Cllr Mrs S Smith, seconded by Cllr Mrs J House.

RESOLVED: In principle to gift aid the replacement windows in the Main Hall to the VHMC and commence the gifting procedure.

Cllr Mrs Warman and Cllr Dudman returned to the room and were advised of the recommendation. Cllr Mrs Warman then spoke under 12(2) on the next item. Cllr Mrs Warman confirmed that two grant applications for other items have been submitted to EDDC. Councillors Mrs Warman and R Dudman then left the room for the debate.

iii) Village Hall Management Committee grant request for gift aid - replacement floor in the Annexe Estimate of cost £4398. An independent report from EDDC on the condition and problems arising with the existing floor was circulated to Members. Time was given for this to be read and the recommendations noted. This was discussed. It was agreed to defer this request until after the recommended review in September. Proposed by Cllr M Dyer, seconded by Cllr R Bryan.

RESOLVED: To defer this request until after the recommended independent review in September.

The Clerk was asked to obtain a three year forecast for all work needed on the hall over £2,000 in value.

507. Exchange of Information: Next meeting scheduled for 5th May 2010

Meeting ended at 9.03pm

Chairman