

**Finance Committee Meeting
Minutes of the meeting held at 7.36pm 3rd October 2012
In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present: Cllr R Warman, Chairman

Cllr R Bryan

Cllr R Dudman

Cllr M Dyer

Cllr B Goringe

Cllr M Hockley

Cllr C House

Cllr Mrs J House

Cllr A Warman

Cllr G Willetts

In attendance: Mrs A Jacobs, Clerk

192. Declarations of Pecuniary Interest:- None

193. Apologies: None, all present.

194. Minutes of the Finance Committee meeting - The Minutes of the meeting held on 29th August, 2012 page 26 were approved and signed as a correct record. Proposed by Cllr Mrs J House and seconded by Cllr C House. Agreed unanimously.

195. Matters Arising from the Minutes: There were no matters arising

196. Schedule of payments for cheques

- i) The schedule of cheques for numbers 003950-003964 was discussed, a copy of which had been circulated to each Member, and a public access version 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 C House. Cllr R Bryan abstained from the vote.

RESOLVED: That the schedule of payments for cheque numbers 003950-003964 be approved.

It was noted that cheque number 003960 had not been received and will be cancelled and reissued.

- ii) The schedule of cheques for numbers 003965-003969 was discussed, a copy of which had been circulated to each Member, and a public access version is placed with these Minutes in the Minute Book see Appendix B. The schedule was approved. Proposed by Cllr C House, seconded by Cllr Mrs J House .

RESOLVED: That the schedule of payments for cheque numbers 003965-003969 be approved.

Cllr C House informed the Committee that PAT testing was not required to be done by a qualified electrician, Cllr C House was willing to undertake the PAT testing of the Office in future years at no cost.

197. Bank Reconciliations -

- i) The Clerk submitted for information a bank reconciliation for the period ended 30th August 2012, a copy of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix C . It was proposed for acceptance by Cllr M Dyer seconded by Cllr R Bryan. Agreed unanimously.

RESOLVED: That the bank reconciliation dated 30th August 2012 be approved.

- ii) The Clerk submitted for information a bank reconciliation for the period ended 20th September 2012, a copy of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix D . It was proposed for acceptance by Cllr Mrs J House seconded by Cllr M Dyer. Agreed unanimously.

RESOLVED: That the bank reconciliation dated 20th September 2012 be approved.

198. Reserves Subcommittee – The subcommittee has a meeting scheduled for the 4th October.

Recent media coverage indicated that the Spanish banks had been stress tested and Santander had reportedly been one of those not needing financial assistance. The Subcommittee will be looking at a number of alternatives.

199. Internal Audit – The report from the Internal Auditor for the first Quarter was discussed. A copy of the report had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix E. Action has been taken as suggested by the Auditor. The second quarter Audit is scheduled for 11th October 2012. Noted.

200. Grant requests for 2012/2013:- A report had been circulated to Members and a copy is placed with these Minutes in the Minute Book, see Appendix F.

- i) Age UK Monday Group – This was discussed. It was agreed that the budgetary provision should be increased by 3% to cover any additional room hire costs for 13/14. It was noted that the grant is to cover the cost of room hire at the Village Hall, evidence of which is provided by copy invoices for the cost. The provision will be included in the precept recommendation for 13/14 for full Council ratification. Proposed by Cllr R Bryan, seconded by Cllr Mrs A Warman.

RESOLVED: that the budgetary provision for Age UK- Mondays should be increased for 13/14 by 3% to cover any additional room hire costs for 13/14.

- ii) Brightside club and Friday Friends Clubs – It was agreed to approve the payment of £750 for each club for 12/13 and to include the same budgetary provision for 13/14. The provision will be included in the precept recommendation for 13/14 for full Council ratification. Proposed by Cllr Mrs A Warman, seconded by Cllr Mrs J House.

RESOLVED: To approve the payment of £750 for each club for 12/13 and to include the same budgetary provision for 13/14 in the precept recommendation to full Council .

- iii) Greyfriars Community Centre – It was agreed to approve the grant payment of £300 for 12/13 towards the minibus costs for collecting residents. The Committee recommend the same budgetary provision of £300 for 13/14. Proposed by Cllr R Bryan, seconded by Cllr M Dyer.

RESOLVED: To grant the sum of £300 for 12/13 to Greyfriar's towards the minibus costs for usage by residents of the Parish. To include the same budgetary provision in the precept recommendation for 13/14 to full Council.

- iv) East Dorset CAB budgetary provision for 12/13 increased by full Council in August 2012 to £440 number of clients seen 62 average cost per client £44.26. This was discussed. It was agreed to grant £440 to East Dorset CAB for 12/13 and to recommend a budgetary provision of £440 for 13/14 is included in the precept. Proposed by Cllr M Dyer, seconded by Cllr Mrs A Warman. Cllr G Willetts was against the proposal, the rest in favour.

RESOLVED: To award a grant of £440 for the 2012/2013 Financial Year (Approval authority LGA72 s142) to Citizens Advice Bureaux Wimborne. To include the same budgetary provision for 13/14 in the precept recommendation to full Council.

- v) CAB New Forest – budgetary provision for 12/13 increased by full Council in August 2012 to £440 –It was noted that the accounts are still awaited. This was discussed . It was agreed to grant £440 to New Forest CAB for 12/13 and to recommend a budgetary provision of £440 for 13/14 is included in the precept. Members delegated authority to release the cheque once the accounts have been received to the Chairman and Vice Chairman of the Committee. Proposed by Cllr Mrs J House, seconded by Cllr Mrs A Warman. Cllr G Willetts was against the proposal, the rest in favour.

RESOLVED: To award a grant of £440 for the 2012/2013 Financial Year (Approval authority LGA72 s142) to Citizens Advice Bureaux New Forest. To include the same budgetary provision for 13/14 in the precept recommendation to full Council.

The cheque will be held until the accounts have been received, subject to approval by Chairman and Vice Chairman of Finance.

- vi) Royal British Legion – Members approved the purchase of the wreath for Remembrance Day and awarded a donation, a sum of £150 was authorised in this respect. (Approval authority LGA72 s137). Proposed by Cllr Mrs J House, seconded by Cllr Mrs A Warman. To include the same budgetary provision for 13/14 in the precept recommendation to full Council.

RESOLVED: To approve the purchase of a wreath for Remembrance Day and donation total sum £150 (Approval authority LGA72 s137).

- vii) Budgetary provision for 13/14 sum requirements in respect of grants allocations for recommendation to full Council were discussed and agreed as above. In addition Members discussed the method of handling the Core Funding application from the Village Hall. It was agreed to recommend to full Council that the Finance be asked to précis the application at their meeting on the 7th November with a recommendation to full Council at the 28th November. All Members will be informed of the meeting on the 7th November and can attend the meeting if they wish and have an opportunity to ask questions. Questions on the application will be put to the Clerk before the meeting. The Village Hall will be invited to send a representative on the 7th November and be asked to provide
1. half year accounts
 2. Rolling programme update
 3. 12/13 report of work carried out to date
 4. 13/14 Forecast/plan of work
 5. An update of the summary report compiled by the Village Hall last year.

201. The Second Quarter Expenditure Vs Budget figures were circulated to Members a copy of which appears as appendix G with these Minutes in the Minute Book. Noted. The Clerk will provide an update showing anticipated final spends and include receipt of the precept on the income.

202. Exchange of Information:

1. Next meeting scheduled for 7th November 2012
2. Cllr Mrs Warman reported that EDDC agreed to refuse the application for two chalet properties at 65 Braeside Road. Noted.

Meeting ended at 8.20pm

Chairman