

**Finance Committee Meeting**  
**Minutes of the meeting held at 7.22 on 2<sup>nd</sup> October 2013**  
**In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present:, Cllr Mrs J House, Vice Chairman in the Chair  
 Cllr R Dudman Cllr M Dyer  
 Cllr B. Gorringe Cllr R Bryan

In attendance: Mrs Ann Jacobs, Clerk to Council

**208. Public Open Forum:** None.

**209. Declarations of Pecuniary Interest:-** Cllr M Dyer declared a pecuniary interest in Item 6 as the Chairman's allowance was listed.

**210. Apologies:** Cllr M Hockley, Cllr C House, Cllr Mrs A Warman; Cllr R Warman and Cllr G Willetts.

**211. Minutes of the Finance Committee meeting** - The Minutes of the meeting held on 5<sup>th</sup> June, 2013 pages 8 & 9 were approved and signed as a correct record. Proposed by Cllr R Bryan, seconded by B Goringe. Agreed unanimously.

**212. Matters Arising from the Minutes:** None

**213. Schedule of payments for cheques dated 004082 -004125 including Aviva pension Direct debits were 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 unanimously. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.

**RESOLVED: That the schedule of payments for cheque numbers 004082 – 004125 including Aviva direct debits be approved.**

**214. Bank Reconciliations -**

The Clerk submitted for information bank reconciliations for the end of June, July and August, a copy of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. It was proposed for acceptance by Cllr Mrs J. House. Agreed unanimously.

**RESOLVED: That the bank reconciliations for the end of June, July and August 2013 be approved.**

**215. Reserve Holdings:** A sheet detailing the allocated and unallocated reserves had been circulated with the agenda to each Member, a copy of which is placed with these Minutes in the Minute Book, see Appendix C. This was discussed. It is important that it is clear to all Members what money is earmarked and for what purpose. The Committee noted that the unallocated reserve currently stands at £20996.07, as at 31.08.13. The Committee Recommend that the Council note this figure on a quarterly basis. Agreed. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.

**RESOLVED: The Committee Recommend that the Council note only the unallocated reserve fund sum on a quarterly basis**

The Clerk will look at the SAGE Instant system to see whether the headings can be altered to be clearer and if it is possible to produce spreadsheets showing trends. Discussions on the reserves should clearly identify the unallocated sum to avoid confusion.

**216. Budget Vs Expenditure Figures: Members received the** First and second quarter Budget vs Expenditure figures these were noted. A copy of which is placed with these Minutes in the Minute Book, see Appendix D.

**217. Precept 2014/2015: -Members** commenced consideration of budgetary plans for 2014/2015. It was noted that the Full Council had approved the cost of £5050 for the dropped kerbs, which it is

hoped will be complete before March 2014, DCC are working as quickly as they can to carry out the work. It will be met from unspent funds this financial year.

- 218. Village Hall Management Committee** – The accounts of the VHMC were noted a copy will appear as appendix E with these Minutes in the Minute Book.
- 219. Internal Audit** – The report from the Internal Auditor for end of June 2013 – no matters were raised. Next audit Scheduled for 29th October 2013.
- 220. Advertising banners and signs** – Members to considered compiling a policy for the whole site taking into account recent requests. The Clerk will draft a policy along the following basis:-
- Signs must be professionally produced
  - Trade signs should not be displayed for more than one month
  - Safe and secure fixings must be used
  - Any installation of a sign should comply with basic health and safety and the tenant must ensure their insurance covers for any accident caused
  - Signs will be limited to up to two signs up to a maximum square footage.
- 221. Grants:** Members considered grant requests for 2013/2014 and budgetary provision for 14/15 in respect of each organisation. The clerk circulated a brief report a copy of which appears as Appendix F with these Minutes in the Minute Book.
- i) Age Concern Mondays – This was discussed. It was agreed unanimously, to continue with the grant for 14/15 with a 3% cost of living rise. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.  
**RESOLVED: To continue with the grant for 14/15 with a 3% cost of living rise**
- ii) Brightside club and Friday Friends Clubs – This was discussed. It was agreed unanimously, to continue with the grant for 14/15. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.  
**RESOLVED: To continue with the grant for 14/15.**
- iii) Greyfriars Community Centre – budgetary provision £300 towards cost of minibus which collects elderly Parishioners weekly for shopping visits in Ringwood. This was discussed. It was agreed unanimously, to award a grant of £300 for 13/14 and recommend the same budgetary provision for 14/15. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.  
**RESOLVED: to award a grant of £300 towards the minibus for 13/14 and to recommend the same budgetary provision for 14/15.**
- iv) East Dorset CAB budgetary provision £440 number of clients seen 75 (62 last year) average cost per client 44.26 – Accounts and request attached. This was discussed it was agreed to award a grant of £440 and recommend the same budgetary provision for 14/15. Proposed by Cllr R Bryan, seconded by Cllr B Goringe.  
**RESOLVED: it was agreed to award a grant of £440 and recommend the same budgetary provision for 14/15.**
- v) CAB New Forest – budgetary provision £440 – email information provided on usage, accounts awaited. Members deferred to the March meeting as there was a change in office reporting and more information was needed.
- vi) Royal British Legion – budgetary provision £150 which includes the wreath. It was noted that the wreath cost £17. It was agreed to donate the sum of £150 (to include the cost of the wreath) and recommend the same budgetary provision for 14/15.  
**RESOLVED: to donate the sum of £150 (to include the cost of the wreath) and recommend the same budgetary provision for 14/15.**
- vii) New request from Victim Support for £100 had been received. It was noted that there was no budgetary provision. This was discussed it was agreed to recommend to full Council that a grant of £100 is awarded. Agreed unanimously. Proposed by Cllr R Bryan, seconded by Cllr Mrs J House.  
**RESOLVED: to recommend to full Council that a grant of £100 is awarded.**

viii) Members considered recommending a contingency sum for other requests during the year. This was discussed and it was agreed to recommend to full Council that a sum of £250 be put as a Contingency figure.

**RESOLVED: to recommend to full Council that a sum of £250 be put as a Contingency figure.**

**222. Exchange of Information:**

1. Next meeting 6<sup>th</sup> November 2013.
2. Cllr Dudman will be at a EDDC meeting on the 6<sup>th</sup> November.

Meeting closed at 8.12pm

Chairman