

**Finance Committee Meeting  
Minutes of the meeting held on 7<sup>th</sup> October 2015 at 7.57pm  
In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present: Cllr Mrs J House, Chairman

Cllr R Adkins

Cllr R Bryan

Cllr B Gorringe

Cllr M Dyer

Cllr C House

Cllr N Hindmarch

Cllr A Warrman

Cllr R Warman

In attendance: Mrs A Jacobs, Clerk to Council, Cllr Mrs J Carter observing

**207. Public Open Forum:** None.

**208. Declarations of Pecuniary Interest:-** Cllr R Adkins cheque 004413; Cllr R Bryan cheque 004434; Cllr Goringe cheque 004430 and Cllr C House cheque 004463.

**209. Apologies:** None

**210. Minutes of the Finance Committee meeting -** The Minutes of the meeting held on 3rd June 2015 page 11 & 12 were approved and signed as a correct record. Proposed by Cllr C House, seconded by Cllr R Bryan. Agreed unanimously.

**211. Matters Arising from the Minutes:** none

**212. Schedule of payments for cheques** for June, July August and September, copies of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix A. These were approved unanimously for payment. Proposed by Cllr M Dyer seconded by Cllr C House. Agreed unanimously.

**RESOLVED: The schedule of payments of cheques 004406-004467 including standing orders for Aviva and Talktalk be approved for payment.**

**213. Bank Reconciliations -**

The Clerk submitted for information bank reconciliations for the periods ended 23<sup>rd</sup> June 2015; 29<sup>th</sup> July 2015; 28<sup>th</sup> August 2015 and 23<sup>rd</sup> September 2015, copies of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. Proposed for approval Cllr R Bryan, seconded by Cllr C House, agreed unanimously.

**RESOLVED: That the bank reconciliations listed be approved.**

**214. Grants:** To consider grants for 2015/2016 and budgetary provision for 16/17 in respect of each organisation:-

1. Age Concern Mondays grant for 16/17 – The Clerk read out an email from the group. This was discussed The sum of £2393 will be allocated recommended in the precept draft for full Council
2. Brightside club and Friday Friends Clubs – A letter was summarised by the Clerk informing the Council that from April 2016 only the one group, the Brightside Club would continue. The grant would therefore only need to be £750 for 16/17 the precept allocation will be adjusted.
3. 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 to grant a sum of £300 for 15/16 towards the minibus costs and in addition allocate the same provision for 16/17.  
**RESOLVED: To grant a sum of £300 for 15/16 and recommend a grant provision of £300 for 16/17.**
4. East Dorset CAB budgetary provision £440 number of clients seen 68 (151 last year) average cost per client £44.26 (13/14 cost)– This was discussed. Whilst it was noted that a grant provision of £440 had been agreed a sum of £500 had been allocated last year and there was a contingency sum of

£250 available. It was agreed to grant £500 for 15/16 and recommend the same grant provision for 16/17. This leaves £190 in the contingency fund. Proposed by Cllr N Hindmarch, seconded by Cllr R Adkins, agree unanimously.

**RESOLVED: To grant a sum of £500 for 15/16 and a provision of £500 for 16/17.**

5. CAB New Forest – budgetary provision £440 – number of clients seen 103 (last year 109). This was discussed. Whilst it was noted that a grant provision of £440 had been agreed a sum of £500 had been allocated last year and there was a contingency sum of £190 available. It was agreed to grant £480 for 15/16 and recommend a grant provision of £500 16/17. This leaves £150 in the contingency fund. Proposed by Cllr B Goringe seconded by Cllr Mrs A Warman agreed unanimously.

**RESOLVED: To grant a sum of £480 for 15/16 and a provision of £500 for 16/17.**

6. Royal British Legion – budgetary provision £150 which includes the wreath. It was agreed unanimously to award a grant of £150 which will include the cost of the wreath. Proposed by Cllr Mrs A Warman, seconded by Cllr R Warman.

**RESOLVED: To grant a sum of £150, to include the cost of the wreath for 15/16 and allocate the same sum for 16/17.**

7. EDEP Grant request for £150 – This was discussed. Cllr Dyer reported that most Councils were giving £300 to the group. It was agreed to award a grant of £150 as requested as this was the sum remaining in the contingency fund. It was also agreed to recommend to full Council that consideration should be given to make a further payment of £150 for 15/16. A grant provision of £300 would be recommended for 16/17. Proposed by Cllr M Dyer, seconded by Cllr C House agreed unanimously.

**RESOLVED: to award a grant of £150 and recommend to full Council that consideration should be given to make a further payment of £150 for 15/16.**

8. Youth Club – Members considered whether budgetary provision should be included for 2016/2017 in the precept calculation. This was discussed. Currently there is a possibility that the Council will have to pay for any leader this would cost £2400 pa plus the Club will need funds to maintain the building. The Clerk will ask what the annual maintenance costs of the building are.

9. Ashley Halt budgetary provision of one day per year of the lengths man service to maintain. A sum of £200 should be included within the budget. Proposed by Cllr Mrs A Warman, seconded by Cllr C House. Agreed unanimously.

**RESOLVED: To allocate a sum of £200 pa to the annual maintenance cost of the Halt.**

10. Members considered any other budgetary provision for 15/16 and 16/17 sum requirements in respect of grants allocations for recommendation to full Council. No other recommendations were made.

#### **215. Village Hall Management Committee –**

- i) The accounts of the VHMC for the last year end had previously been received by full Council and were noted. Reserves were now at £72,000 compared to £53,000 for the previous year. The VHMC were commended.
- ii) Members considered the request of the VHMC for Council to consider a 3 year Service Level Agreement. Cllr Mrs Warman reported on behalf of the VHMC. The request was for financial security and to enable better financial planning and expenditure. Halls such as the Barrington, Hub and Verwood Memorial hall have similar agreements with their Town Councils and it would save additional work for the Clerk and Council time. A three year agreement would go to the end of the term of the current Council. This was discussed. Members felt that an SLA was for when a Service was provided between two organisations and the hall do not provide a Service to the Parish Council. After further discussion on the purpose and commitment of an SLA, Cllr C House proposed, seconded by Cllr Dyer, that an SLA is not an appropriate method for this grant. Motion carried 6 with 3 abstentions.

**RESOLVED: To reject the proposal to have a 3 year SLA with the VHMC.**

Cllr Mrs Warman was asked if the requested had been put to the VHMC? Cllr Mrs Warman confirmed that it had not.

Cllr R Bryan informed the Committee that he had voted against the request purely because of the current uncertain times.

- iii) The Chairman asked Members to put forward questions and information so that the Council can be prepared to consider the grant for 2016/2017 for the VHMC. These were agreed as:-
  - What is the recommended minimum reserve required to be held under Charity rules?
  - Details of any work planned.
  - The work plan for 16/17
  - Rolling programme of priorities in prioritised order

- What proposals they have to increase their income such as their hiring rates?
- Bank Balance as at 30<sup>th</sup> September (or as close to)
- Statement of account as at end September

**216. Budget Vs Expenditure Figures:** 1st quarter Budget vs Expenditure figures and 2<sup>nd</sup> qtr Budget vs Expenditure figures were received and noted.

**217. Precept 2016/2017: Members discussed the draft** budgetary plans for 2016/2017. The Clerk will redraft the document to include the grant figures agreed this evening. The Clerk was asked to put in a provision for overtime because of all of the recent media reports of possible changes in Local Government.

**218. Newsletter Issues** – This was discussed. The Newsletter is our main means of communication with the Electorate. The Clerk will investigate the Post Office costs as that appears to be the only viable option. The EDDC news is about to be distributed using the Post Office, Cllr Dyer suggested waiting until an assessment could be made of that distribution before making a commitment. This will be discussed again at the next meeting.

**219. Exchange of Information:**

1. Next meeting 4<sup>th</sup> November 2015

The meeting ended at 8.57pm

**Chairman**