

**Finance Committee Meeting  
Minutes of the meeting held on 4<sup>th</sup> November 2015 at 7.31pm  
In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present: Cllr Mrs J House, Chairman

Cllr R Adkins

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 Adkins left the meeting to meet with two residents.

**269. Public Open Forum:** None.

**270. Declarations of Pecuniary Interest:-** None

**271. Apologies:** Cllr Bryan

**272. Minutes of the Finance Committee meeting** - The Minutes of the meeting held on 7<sup>th</sup> October 2015 pages 48-50 were approved and signed as a correct record. Proposed by Cllr C House, seconded by Cllr B Gorringe. Agreed unanimously.

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

**274. Schedule of payments for cheques** for October, 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 A Warman seconded by Cllr C House. Agreed unanimously.

**RESOLVED: The schedule of payments of cheques 004468-004481 including standing orders for Aviva and Talktalk be approved for payment.**

**275. Bank Reconciliations -**

The Clerk submitted for information bank reconciliations for the period ended 21<sup>st</sup> October 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 Warman, seconded by Cllr C House, agreed unanimously.

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

**276. Internal Audit** – There were no matters arising from the report from the Internal Auditor on the Second Quarter. Noted.

**277. Budget Vs Expenditure Figures: Members received the 2<sup>nd</sup> quarter** Budget vs Expenditure figures together with expenditure to date for the third quarter and an estimate of expenditure still to come. The Clerk highlighted that half of the car park cost of £6,928 had been allocated against any anticipated underspend in the figures.

**278. Precept 2016/2017:** - Members discussed the draft budget paper circulated. The Clerk highlighted that there would be no grant passed down in 2016/2017 from EDDC so whilst the figures increased the precept 1.67% on the current year as the grant had been included in the previous sum it effectively meant an overall increase of 3.49% For every £1,000 additional provision a further 1.21% would be added to the budget. This was discussed. Members were concerned about the unknown budgetary provision which might be needed for the Youth Club and Leader if withdrawn by the County Council. Other possible costs were also mentioned. Cllr Dyer suggested that rather than allocating a large sum in the precept calculation his Ward grant could be used and Cllr Bryan had also committed his grant to the Youth Club.

7.50 Cllr Adkins returned to the meeting.

Cllr Adkins brought Members attention to other budgetary possibilities, Allotment site, Youth Club but also at some point potential burial land. Cllr R Warman asked that any grant provision was shown separately. Cllr Mrs A Warman proposed that an increase overall of 2.6% was applied on last year's figure, seconded by Cllr R Warman. The motion was carried by 5:3

**RESOLVED: To recommend to full Council an increase of 2.6% on last year's precept.**

The Clerk will reduce the Youth provision sum in the precept calculation before putting it to Council based on the promise of some of the Ward grants being used to make up the shortfall.

**279. Reserves Sub-Committee** – The Sub-committee had not been able to meet prior to the meeting. Members discussed the AIB one year bond which matures on 30.11.15. This was discussed it was agreed that this would be reinvested with AIB for a further year. Proposed by Cllr C House, seconded by Cllr R Warman. Agreed unanimously.

**RESOLVED: To reinvest the one year bond with AIB from 30.11.15 for one year.**

**280. Newsletter** - Distribution costs for the Royal Mail to despatch the newsletter was discussed. A minimum cost of £500 would apply. Further costs would be courier costs to deliver the newsletter to Swindon Distribution Centre £70 approximately; plus the printing costs of £170. The total cost of one copy would rise to £740 per copy. As the EDDC newsletter was being despatched by Royal Mail week commencing 9<sup>th</sup> November it was agreed to recommend to Council to produce a newsletter once per year distributed by the Royal Mail, subject to a satisfactory EDDC delivery. Proposed by Cllr M Dyer seconded by Cllr Mrs A Warman.

**RESOLVED: to recommend to Council to produce a newsletter once per year distributed by the Royal Mail, subject to a satisfactory EDDC delivery.**

The Clerk highlighted the need to review the methods of communication with the public with a view to improving liaison and keeping the Electorate informed.

**281. Transparency Code** – The Clerk reported that as a Parish the Council fell between the Local Government Transparency Code 2015 (LGTC 2015) and the Transparency Code for Smaller Authorities. It was considered best practice to try and follow the LGTC 2015. The Clerk had ensured that payments above £500; Annual Return; Annual Parish Meeting Accounts and a list of land and assets had now been put on the web. As there were no employees earning £50,000 or more salaries were excluded.

**282. Exchange of Information:**

1. Next meeting 2<sup>nd</sup> December 2015
2. Cllr Ms Warman reminded Members that the VHMC Community Day was taking place on 14<sup>th</sup> November all were welcome.
3. Cllr Hindmarch asked if anyone would like to attend the DAPTC AGM on Saturday with him. No one present was available.

Meeting closed at 8.16pm

Chairman