

# WENDOVER PARISH COUNCIL

## Minutes of the Finance Committee Meeting

13<sup>th</sup> March 2018 – 3PM

St. Mary's Centre, Wendover

**Present:** Cllrs Bulpett (SB) – Chairman, Clayton (MC) and Worth (SW).

**Clerk:** Miss Ella Jones (Clerk/RFO)

**Minutes:** Amanda Massingham (Assistant Clerk)

Members of Public: 0

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	<b>F17.093</b> Cllr Haywood had made apologies and they were ACCEPTED.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>
	<b>F17.094</b> A discussion took place regarding Cllr Clayton's potential declaration in terms of agenda item 7.a and the Youth Centre Grant. It was agreed that the decision to award the grant was based on a recommendation that had not come from Cllr Clayton so a dispensation could be given on this occasion.
<b>3.</b>	<b>MINUTES</b>
	<b>F17.095</b> The minutes of the meeting of 23 <sup>rd</sup> January 2018 were <b>RESOLVED</b> as a true record and signed by the Chairman.
<b>4.</b>	<b>PUBLIC PARTICIPATION</b>
	<b>F17.096</b> None.
<b>5</b>	<b>CORRESPONDENCE</b>
	<b>F17.097</b> No items of correspondence had been received since the last meeting.
<b>6.</b>	<b>REPORTS</b>
<b>a</b>	<b>To receive an actions report from the Clerk/RFO.</b> <b>F17.098</b> The actions report was NOTED. The clerk reported that there were no outstanding items to address.
<b>b</b>	<b>To review the I&amp;E report and balance sheet for February 2017.</b> <b>F17.099</b> The reports were NOTED and details were discussed: The clerk reported that no further costs were due to hit the Clock Tower and Library Notice Board EMR's and that the monies could be moved to the general reserve. It was <b>RESOLVED</b> to <b>RECOMMEND</b> this to full council. The clerk suggested that in line with the FSCS compensation limit, £10K could be moved from the Lloyds current account to the Shawbrook's Deposit account and this could be done through the clerk's delegated powers. The streetlighting EMR balance was discussed at length, it was <b>AGREED</b> to leave the funds in the EMR as per the balance sheet.
<b>c</b>	<b>To receive an update on long term project spends</b> <b>F17.100</b> The Neighbourhood Plan and HS2 project spends reports were NOTED. The clerk reported that the £1700 donation from The Wendover Society is not shown on the report as the nominal code had not been captured, in addition the clerk reminded the committee that there was no charge by OTB so the Council had previously agreed that the £5K budgeted for their costs could be used for HS2 lobbying by TFA. Cllr Bulpett recommended that the HS2 EMR remain open until the funds are depleted after which the decision to close would have to be considered at a full Council meeting. This was <b>AGREED</b> by the Committee.
<b>d</b>	<b>To review and sign off the journals and virements for 2017/18.</b> <b>F17.101</b> The Committee reviewed the journals and virements and the Chairman signed them. Item 7d was moved forward as it was a linked item.
<b>7b</b>	<b>To consider any further virements before the end of the financial year.</b> <b>F17.102</b> The clerk suggested six virements. After checking through each of them against the I&E report it was <b>RESOLVED</b> to process all six.

e	<p><b>To receive a report on progress of the Council's Annual Plan against its performance indicators and consider any recommending adjustments to targets.</b></p> <p><b>F17.103</b> The report was NOTED. The clerk was pleased to report that all indicators had made good progress. Objective 2 Liaising and influencing other key bodies was discussed and it was AGREED to only measure the agreed membership to outside bodies that will be decided at the May 2018 Annual Meeting of the Parish Council.</p>
7	<b>OTHER MATTERS</b>
a	<p><b>To receive recommendations from the Grants Sub Committee regarding award of grants.</b></p> <p><b>F17.104</b> It was <b>RESOLVED</b> to accept the recommendations from the Grants Sub Committee and award the grants to Wendover Youth Centre and Wendover Cricket Club. <i>Ratified by full council 3/4/18</i></p> <p>It was agreed that the Clerk would write to both organisations and the grant to WYC would be paid in May 2018 as per the policy guidelines. The WCC grant would be paid at the beginning of April as there were special circumstances for grass cutting making the need urgent. Cllr Clayton requested a review of the Grants Policy as the policy available on the WPC website was out of date. The clerk reported that the policy was reviewed by the Finance Committee in September 2017 but would check that the online version was correct.</p>
c	<b>Core Documents Review</b>
i	<p><b>To review the Financial Regulations</b></p> <p><b>F17.105</b> The clerk had made some suggested changes to the Financial Regulations document, they were NOTED and it was <b>RESOLVED</b> to recommend the changes to the full council.</p>
ii	<p><b>To review the Committee's Terms of Reference and recommend any changes to full Council.</b></p> <p><b>F17.106</b> The clerk suggested some minor changes to the Finance TOR's and suggested that the committee could consider reviewing the volume of meetings per year. The clerk suggested that the meetings could be scheduled to run quarterly in the months of Aug, Nov, Feb and May or bi-monthly, alternating with the Amenities Committee meetings if they were reduced to bi-monthly. This would mean future meetings would be held in the evening and could benefit public attendance. It was <b>RESOLVED</b> to <b>RECOMMEND</b> the wording changes to the TOR's and the meeting re-scheduling suggestion to the full Council at its annual meeting in May when Committees and their ToRs are agreed.</p>
8.	<p><b>ITEMS FOR NEXT AGENDA</b></p> <p><b>F17.107</b> Agenda items to be agreed with the clerk.</p>
9.	<p><b>DATE OF NEXT MEETING</b></p> <p><b>F17.108</b> The next meeting of the Finance Committee was AGREED for 8<sup>th</sup> May 2018.</p>
10.	<p><b>CLOSURE OF MEETING</b></p> <p><b>F17.109</b> As all business was transacted the meeting was closed at 4pm.</p>

Signed by: \_\_\_\_\_

*SE Bullock*

Date: 8<sup>th</sup> May 2018