

# WENDOVER PARISH COUNCIL

## Minutes of the Finance Committee Meeting 23<sup>rd</sup> January 2018 – 11am St. Mary's Centre, Wendover

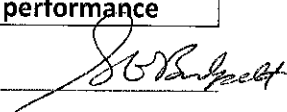
**Present:** Cllrs Bulpett (SB) – Chairman, Clayton (MC), Haywood (DH) and Worth (SW).

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

**Assistant Clerk:** Amanda Massingham

**Members of Public:** 0

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>
	F17.074 TW had made apologies and they were ACCEPTED.
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>
	F17.075 None.
<b>3.</b>	<b>MINUTES</b>
	F17.076 The minutes of the meeting of 29 <sup>th</sup> November 2017 were <b>RESOLVED</b> as a true record and signed by the Chairman.
<b>4.</b>	<b>PUBLIC PARTICIPATION</b>
	F17.077 None.
<b>5</b>	<b>CORRESPONDENCE</b>
	F17.078 No items of correspondence had been received since the last meeting but the Clerk reported that two grant applications had been received. It was <b>RESOLVED</b> to hold a sub committee meeting on 27 <sup>th</sup> February 2018 at 11am to review any grant applications, decisions could then be ratified at the Finance Committee meeting on 13 <sup>th</sup> March 2018 if delegated by full Council.
<b>6.</b>	<b>REPORTS</b>
<b>a</b>	<b>To receive an actions report from the Clerk/RFO.</b> F17.079 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 December 2017.</b> F17.080 The report was NOTED and details were discussed such as the overspend for the mobile vehicle activated sign. BCC agreed to contribute but this will be shown on the grants income line when funds received. Street lighting maintenance was also highlighted, the clerk confirmed that this was due to the Barlow Road cable work. The clerk reported that the Unity Bank Trust has been closed, and the balance had been transferred to the Lloyds account, and that the War Memorial EMR funds will reduce once the railings have been installed and invoiced. DH highlighted the funds left in the HS2 EMR and raised concerns on current HS2 activity and spends due to lack of working group minutes. The clerk confirmed that HS2 is a long standing other matters agenda item at the Parish Council meeting. The clerk also reminded the committee that EMR's run with the project and therefore can transfer to the next financial year.
<b>c</b>	<b>To review the over £500 report and VAT reclaim for October to December 2017.</b> F17.081 The report and claim were NOTED.
<b>d</b>	<b>To review the bank reconciliations and statements for October to December 2017.</b> F17.082 The reconciliations and statements were NOTED. The Chairman had inspected them prior to the meeting and signed them.
<b>e</b>	<b>To receive a report on progress of the Council's Annual Plan against its performance indicators.</b> F17.083 The report was NOTED and further KPI's were discussed. Additions included devolved service contract expectations, meeting output actions and best kept village results. The clerk was requested to investigate on-line training courses for councillors.
<b>7</b>	<b>OTHER MATTERS</b>
<b>a</b>	<b>To consider recommending the Strategic medium term (previously business) plan</b> F17.084 It was <b>RESOLVED</b> to make some minor changes to the plan before a final draft is recommended to the Council. Changes included updating the general reserve fee, the visions should be given a priority level and references to recreation upgrades should be less specific.
<b>b</b>	<b>To consider recommending key performance indicators to measure the Council's performance</b>



	<p><b>against the strategic plan.</b>  <b>F17.085</b> it was <b>RESOLVED</b> to recommend the KPI indicators. It was suggested that bench marking should take place using the current annual plan.</p>
c	<p><b>To consider recommending a draft medium term financial strategy to the Council.</b>  <b>F17.086</b> The clerk reported concerns that the document repeated data from the financial regulations and suggested that the financial strategy could be added to the strategic medium term plan. MC recommended adding a section and KPI on maximising grant income. SB highlighted the precept percentage change was missing from 2019 onwards. It was recommended that the playground/open spaces/recreation costs were too specific and should be abbreviated to open space improvements. It was <b>AGREED</b> for the clerk to revise a second draft which should incorporate a comparison alongside the financial regs.</p>
d	<p><b>To consider any further virements before the end of the financial year.</b>  <b>F17.087</b> The RFO suggested four virements. It was <b>RESOLVED</b> to process all four.</p>
e	<p><b>To review the FOI policy and Publication Scheme and recommend any changes to full Council.</b>  <b>F17.088</b> The FOI policy and Publications Scheme were reviewed, and it was <b>RESOLVED</b> not to make any changes. The clerk reported that the policies may require a further review after the GDPR changes in May 2018.</p>
f	<p><b>To receive a report on the LED conversion project</b>  <b>F17.089</b> The Clerk reported that the review of costs associated to LED conversion is on-going. EON have now been updated with all the converted lights and the saving each month would be £400.00, Eon advised that the saving variance could only be back dated to January 2017 but should have begun in March 2016. The Clerk planned to chase Eon for the further 9 months rebate as the Deputy Clerk had first contacted Eon in March 2017. It was <b>AGREED</b> that the PMG upgrade should be done as and when a bulb fails and that further costs are required to determine the best way forward of replacing one at a time or 4/5 within an area. The clerk reported that quotes could be sought for a full bulk change, smaller bulk changes and individual changes to assist with a final decision. SB requested that advice should be taken on dimming down/turning off at night as it is believed that the bulb life could be shortened. SW queried whether it would cause a safety issue if the lights were not consistent in type.</p>
8.	<p><b>ITEMS FOR NEXT AGENDA</b>  <b>F17.090</b> Financial regulations review and terms of reference review.</p>
9.	<p><b>DATE OF NEXT MEETING</b>  <b>F17.091</b> The next meeting of the Finance Committee was <b>AGREED</b> for 13<sup>th</sup> March 2018.</p>
10.	<p><b>CLOSURE OF MEETING</b>  <b>F17.092</b> As all business was transacted the meeting was closed at 12:35pm.</p>

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



Date: 13<sup>th</sup> March 2018