

# WENDOVER PARISH COUNCIL

## Minutes of the Finance Committee Meeting

21<sup>st</sup> May 2019 – 3pm

St. Mary's Centre, Wendover

**Present:** Cllrs Bulpett (SB), Worth (SW) Gregory (NG) and Green (RG).

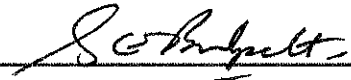
**Clerk:** Keith Shelley

**Minutes:** Amanda Massingham, Deputy Clerk

**Members of Public:** 0

1.	<b>ELECTION OF THE CHAIRMAN</b>
	<b>F19.001</b> Cllr Green nominated Cllr Bulpett and Cllrs Gregory and Worth seconded the proposal. It was <b>RESOLVED</b> unanimously to elect Cllr Sheila Bulpett as Chairman for 2019/20.
2.	<b>APOLOGIES FOR ABSENCE</b>
	<b>F19.002</b> Apologies were made by Cllr Walsh, Cllr Morgan and Cllr Clayton and they were accepted.
3.	<b>DECLARATIONS OF INTEREST</b>
	<b>F19.003</b> None.
4.	<b>PUBLIC PARTICIPATION</b>
	<b>F19.004</b> None.
5.	<b>MINUTES</b>
	<b>F19.005</b> The minutes of the two meetings of 25 <sup>th</sup> February 2019 were <b>AGREED</b> as a true record and signed by the Chairman.
6.	<b>CORRESPONDENCE</b>
	<b>F19.006</b> The one item of correspondence from British Telecom about price increases was <b>NOTED</b> . Cllr Gregory suggested that the Clerk should contact BT and see if paying the line rental in advance would discount the monthly costs. It was <b>AGREED</b> that the Clerk would contact BT and report back to the Committee.
7.	<b>GENERAL REPORTS</b>
a	<b>To receive an actions, update report from the Clerk/RFO.</b> <b>F19.007</b> The Clerks report was <b>NOTED</b> . The Clerk confirmed that he had met with Christopher Pallet who had confirmed that they would be able to assist with land acquisitions provided there was no conflict of interest with other parties. The Committee discussed the Land next to the Clock Tower and the old Scott Hut along the Heron Path. It was <b>AGREED</b> that the Clerk would look into these two areas and express an interest to purchase.
b	<b>To review the provisional I&amp;E report, EMRs and balance sheet for March 2019.</b> <b>F19.008</b> The provisional end of year reports were <b>NOTED</b> . Cllr Bulpett reported that the provisional total income amount was £337K against an expenditure of £257K resulting in a £80K underspend. Cllr Bulpett added that the grant agreed in principle for the Witchell Car Park was £75K, and if this was not paid for any reason, WPC would still have the funds to complete. Cllr Bulpett referred to the 2018/2019 EMR closing balances, and re-confirmed that all left over balances would return to the general reserve before the new accounts are set for 2019/20. The Deputy Clerk confirmed the EMR projects and balances for 2019/20. Cllr Bulpett requested that the old EMR projects should be removed from the EMR report, the Deputy Clerk added that this may not be possible as if they are removed/deleted there could be an issue with duplication of account numbers in the future, the issue would be queried when RBS attend on Friday to complete the end of year process.
c	<b>To receive an overview of income and expenditure for 2018/2019.</b> <b>F19.009</b> The report prepared by the office was <b>NOTED</b> . Cllr Bulpett requested that future reports should confirm friendlier language such as overspent/underspent instead of positive/negative variances.
d	<b>To review the over £500 report and VAT reclaim for January to March 2019.</b> <b>F19.010</b> The reports were <b>NOTED</b> . Cllr Bulpett made reference to the over £500 report and confirmed that the report was originally included to report on items over the Clerks delegated spend of £500. The Clerks delegated spend was amended last year to £1000, Cllr Bulpett suggested the TOR's could

	be reviewed to include the limit change. The Clerk was delegated to review the TOR's and report back to the Committee.
e	<b>To review the bank reconciliations and statements for January to March 2019.</b> <b>F19.011</b> The reports were NOTED, as new Committee members were present the Deputy Clerk gave an overview of the RBS reconciliation report.
f	<b>To review the cash book reports for January to March 2019.</b> <b>F19.012</b> The reports were NOTED, as new Committee members were present the Deputy Clerk gave an overview of the January 2019 cashbook report, explaining the income and expenditure and why EMR's are shown on the reports as positives and negatives.
g	<b>To receive an update on project costs.</b> <b>F19.013</b> The reports were NOTED. Cllr Bulpett provided an overview of the project reports, confirming they are rolling reports to show the total cost of projects across the years.
8	<b>OTHER MATTERS</b>
a	<b>Year End</b>
	<b>To consider holding an extraordinary Finance Committee meeting in June to review the Year End reports and audit.</b> <b>F19.014</b> The dates for the RBS close down and Internal Audit were NOTED. It was <b>RESOLVED</b> to hold an extraordinary Finance Committee meeting on 17 <sup>th</sup> June 2019, at 3pm to review the Internal auditors report and review the I&E, EMR and balance sheets for the new year 2019/2020.
b	<b>KPI Performance</b>
	<b>To receive a report on the Council's performance by its Key Performance Indicators (KPIs).</b> <b>F19.015</b> The KPI reports were NOTED. The Clerk gave an overview confirming that most of the KPI's appeared un-populated as no events had occurred or data was outstanding due to the new financial year just beginning.
c	<b>Future Grants</b>
	<b>To receive an update from the Clerk from investigations into grants, loans and donations.</b> <b>F19.016</b> The Clerk reported that he had met with a representative from BALC to consider the WPC grant process. The representative agreed it was restrictive and agreed to send BALC policy recommendations and suggested reviewing policies in at other local Councils. During the meeting it was confirmed that WPC can only offer loans to the principle authority. BALC will give advice on the feasibility of set donations, in relation to our yearly grant to organisations such as the Youth centre, however this can only be done if we have power of competence. The Clerk added that he had examined several local councils policies and a new draft proposal will be made available for the Finance Committee to consider at the next meeting.
9	<b>ITEMS FOR NEXT AGENDA</b> <b>F19.017</b> Proposed new grant policy, reports from the new asset register software, Insurance proposals 2019/2020 and draft budget 2020/21.
10	<b>DATE OF NEXT MEETING</b> <b>F19.018</b> Extraordinary meeting 17 <sup>th</sup> June 2019. Next scheduled meeting 20 <sup>th</sup> Aug 2019, Cllr Bulpett requested that the meeting takes place at 7:30pm as the Amenities Committee do not meet in August. The was <b>AGREED</b> by the Committee.
11	<b>CLOSURE OF MEETING</b> <b>F19.019</b> As all business was transacted the meeting was closed at 4:00pm

Signed by: 

Date: 17<sup>th</sup> June 2019