

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council Finance Committee held at the Village Hall at 6.30pm on Monday 20th November 2017

Present: **The Chairman** – Mr Ian Watson
 Councillors – Mr David Reeves, Mrs Lucinda Hutson, Mr Keith Perry, Mr David Fletcher
 The Clerk – Mrs Frances Bullard

		ACTION
1	<u>APOLOGIES FOR ABSENCE</u>	
	None.	
2	<u>DECLARATIONS OF INTEREST</u>	
	All as Sole Trustees of the Village Hall.	
3	<u>CURRENT FINANCIAL POSITION</u>	
	<p>The Chairman issued a SAGE report which shows all is in order year to date.</p> <p>Budget spreadsheet, as previously circulated, shows year to date figures and a draft budget for 2018/19 along with all anticipated income and expenditure, including requests for support from the VHMC & parishioners.</p> <p>The budget sheet was analysed and discussed with the following being noted</p> <ul style="list-style-type: none"> • Mr Reeves said there may be more costs to PC in future as WDC cutbacks mean they are able to do less in village. Flowerbeds discussed – Mrs Hutson suggested she contact a local company to obtain a price to cut the one outside the Chinese takeaway back to the ground. This will be taken to the full PC Meeting for discussion. • Mrs Hutson spoke re Clerks Appraisal which was conducted by The Chairman & Mrs Hutson. Role and salary assessed using documents from NALC. It is proposed that the Clerk’s salary move from SP22 to SP23 from 1.10.17. This will be taken to the full PC Meeting for discussion. There has also been an underpayment since April when an annual rise should have been applied – this will be paid in this months salary. • The Village Sign is in a state of disrepair and needs replacing – Mr Reeves spoke re a company at Thetford which specialises in making village signs – costs appear to be approx. £1300-1400. • The Clerk will produce a report re CIL monies for WDC & clarify when more monies are expected from the Meadowlands development. • The Chairman would like to see the PC website developed in future and would look for a working party to explore options. • The PC continues to support the Youth Club by paying for hall hire. • Reserves are to be maintained of at least 5 months running costs and funds to allow VAS replacement/maintenance in due course. 	FB
4	<u>SUPPORT TO VILLAGE HALL</u>	
	The Finance Committee agreed it was important for the PC to support the Village Hall and maintain a valuable asset for the village. The PC continues to pay for insurance, gardening, wifi – approx. £2200 - Support has also been given via CIL monies for the front doors in the current year.	

	<p>Email from Dr Drane outlining the VH Capital Plan discussed. It was agreed that the best way to support is to allocate a lump sum to the VHMC for them to prioritise and then seek PC approval on a case by case basis. An amount of £4300 has been included in the budget sheet.</p> <p>Mr Perry asked if the PC & VHMC accounts could be combined – The Clerk confirmed this is not possible and all accounts and audits have to be kept separate as the Village Hall is held in charitable trust.</p> <p>Email from Mrs Nuala Wilson discussed – Mr Reeves said at present there are adequate funds for the work to the VH kitchen.</p>	
5	REVIEW OF ASSET REGISTER	
	Mr Kevin Cross has kindly assessed all PC assets and noted any maintenance work that is required. This has been allowed for on the budget sheet.	
6	INITIAL FORECAST OF PARISH PRECEPT 2018/19	
	In order for the Parish Council to continue to be effective and able to support requests from the community, as well as maintaining the agreed level of reserves, a Precept of £14,911.25 will be proposed to the full PC Meeting.	
7	REVIEW OF PROCEDURES/RISK ASSESSMENT	
	The Chairman spoke re risks and procedures and policies which are in place to ensure we have adequate financial controls – SAGE – 2 signatories on cheques – Finance Meetings etc. All agreed controls are in place and adequate.	
8	ANY OTHER BUSINESS	
	The next Finance Meeting will be in March 2018.	

There being no further business the meeting closed at 7.24pm.