

WRENTHAM PARISH COUNCIL

Minutes of the Meeting of Wrentham Parish Council Finance Committee held at the Village Hall at 6.30pm on Monday 18th November 2019

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

| | | ACTION |
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| 1 | APOLOGIES FOR ABSENCE | |
| | None | |
| 2 | DECLARATIONS OF INTEREST | |
| | All as Sole Trustees of the Village Hall. | |
| 3 | CURRENT FINANCIAL POSITION | |
| | <p>The Chairman issued a SAGE report showing the current financial position & confirmed all is in order year to date.</p> <p>Discussion re SID sign which was ordered some time ago – The Clerk will contact Mr Buxton to see when delivery is expected.</p> <p>Jubilee Planters were discussed – The Chairman proposed a sum of £30 be allocated per planter per year, seconded by Mr Fletcher, all in favour.</p> <p>The Clerk confirmed she has submitted a VAT Claim for £3658.47 - £1698.18 will go to the Village Hall Management Committee.</p> | FB |
| 4 | SUPPORT TO VILLAGE HALL | |
| | <p>It was agreed that the Village Hall is the 'hub' of the village and support should continue.</p> <p>Email received from Dr Drane outlining plans for work at the Village Hall. The VHMC want to install acoustic panels – the cost of this is £5847.60 – they plan to use the 2019/20 £4300 grant from the PC towards this. They are also looking to replace heating in the main hall – this will cost £5847.60 – after discussion it was agreed the Chairman would propose to the main meeting a donation of £2000 from CIL funds towards the replacement heating. The Chairman asked that the VHMC confirm they have obtained quotes for both these projects.</p> <p>The Clerk asked if any progress had been made in recruiting a Caretaker and if so how this was to be funded. Mr Reeves said this is only being scoped at present.</p> | |
| 5 | REVIEW OF ASSET REGISTER | |
| | This is reviewed on an ongoing basis at PC Meetings. | |
| 6 | INITIAL FORECAST OF PARISH PRECEPT 2020/21 | |
| | The Chairman spoke re a step-change in the PC finances over the last few years – the precept has almost tripled – this has allowed financial support to the village hall and the purchase of VAS etc. To allow 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, the Finance Committee recommend a 10% increase to the precept request – an amount of £17,142.70. This will be taken to the full PC Meeting for approval. | |

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| 7 | REVIEW OF PROCEDURES/RISK ASSESSMENT | |
| | <p>The External Audit was discussed and its findings noted.</p> <p>The Chairman spoke re risks, procedures and policies which are in place to ensure we have adequate financial controls – SAGE – 2 signatories on cheques – Finance Meetings – internal & external audit etc. It was agreed controls are in place and adequate.</p> <p>Mr Cross asked if adequate policies are in place for GDPR – The Chairman confirmed the PC is registered with the Data Commissioner and our policy is on the website. Mr Cross will review other policies and bring to PC Meetings as required.</p> | |
| 8 | ANY OTHER BUSINESS | |
| | The next Finance Meeting will be in March 2020 | |

There being no further business the meeting closed at 7.26pm.