

Great Wilbraham Parish Council

Minutes of the Finance Meeting of Great Wilbraham Parish Council Held Wednesday 21st October 2015, 7.30pm at the Great Wilbraham Social Club

Present: Roddy Tippen (Chair), John Beadsmoore, Sally Ramus and Stephen Bartlett
The Clerk, Natalie Mulvey was in attendance.

F15-16/8 **To receive and approve apologies for absence** - None

F15-16/9 **Declarations of interest and dispensations**

(a) To receive declarations of interest from Councillors on items on the agenda – None

(b) To receive written requests for dispensations for disclosable pecuniary interests – None

(c) To grant any requests for dispensation as appropriate – None

F15-16/10 **To sign and approve minutes of the Finance Committee meeting held on 10th August 2015 –**

Minutes of the meeting held on 10th August were approved and signed by R Tippen as a true record.

F15-16/11 **2015 – 2016 budget** – A budget report was presented and reviewed.

The Clerk was asked in future to include the previous year's actual figures.

Councillors discussed the implications of the £25,000 turnover for transparency code which reduces the burden of regulation for small Parish Councils. As GWPC is close to this size the Clerk was asked to investigate exactly what income should be included in the turnover figure for this purpose. J Beadsmoore suggested that if the turnover went over £25,000 that the Parish Council could be over regulated.

J Beadsmoore advised that the precept had been high in previous years due to the expense of the Memorial Hall and Parish Cemetery project.

The expenditure on the Warbler was queried. GWPC share the costs of printing on a 1/3 and 2/3rds basis with LWPC (including receipts of adverts).

R Tippen proposed reducing the precept to £20,000 for the next three years. S Bartlett felt this would restrict expenditure excessively.

When the annual accounts are submitted the Council may be asked to justify the high level of reserves. The S106 money received is one reason.

Whilst, all agreed that the standard budget lines looked fine the Council needed to give careful consideration to what they wanted to fund next year.

P Davis had been working hard on grants and what projects the Parish Council would like to support. The Council had already supported the Memorial Hall project to the sum of £105,000, which was considerable considering the Hall was not owned by the Parish Council. Educating local clubs that there are funds available to support them has been slow.

S Ramus raised a concern that the pressure being placed on SCDC and CC budgets would possibly have a knock on effect to the Parish Council and what services it needed to provide.

The budget for the Clerk was discussed as a significant item. All agreed it would depend on what work would be required from the Clerk in the year and what projects were taking place. All agreed to include a figure of £6000 per year.

It was agreed that an annual precept of £22,000 for each of the next three years should be submitted in the figures presented to the full Council in November.

P Davis had been unhappy with the first quotation received to renovate the phonebox and had worked with the Village Handyman and provided a new quotation for this work. All agreed that this work should proceed. The Clerk was asked to accept the quotation for £616.

ACTION: CLERK

F15-16/12 Parish Precepts and Estimated Tax Base – The Parish Council had received a letter asking them to notify SCDC if the estimated tax base need to be changed by 20th November 2015. Parish Councils are expected to submit their precept requirements at the beginning of February.

F15-16/13 Risk Assessment / Risk Register – The clerk presented a draft document for discussion. J Beadsmoore had reviewed the document and provided a report with comments for consideration. S Bartlett queried how the council records were kept. He was reassured that these were held electronically in cloud storage and the Chairman had the login and passwords. It was requested that the login and passwords would be recirculated. All agreed that the Risk Register was a fluid document and should be up dated periodically. The Clerk was asked to circulate it to the full Council and include it on the agenda for the next full Council meeting for approval.

ACTION: CLERK

F15-15/14 Internet Banking – All agreed that the Unity Trust Bank account be proposed to the full council in November. The Clerk was asked to get the appropriate forms in preparation.

ACTION: CLERK

F15-16/15 Launch of transparency fund brings small parishes into digital age – No action required.

F15-16/16 External Funding – P Davis had been successful in collating what monies were potentially available to the Council and was successful in her application to the SCDC community chest fund for two new parish cemetery benches. Councillors now need to work on a wish list of other worthy projects.

F15-16/17 Parish Council Finance Calendar – R Tippen advised that he was preparing a finance calendar. J Beadsmoore reported that the previous Clerk had produced a calendar before her resignation which would be a good starting point. The Clerk was asked to forward this to R Tippen.

ACTION: CLERK

F15-16/18 Date of next meeting – Thursday 18th February 2016

There being no further business the meeting closed at 9.04pm.