

Notes on Finance Committee Meeting held on 30th November 2009.

1. Attendance: Parish Councillors P. Jesse (Chairman), K. Marquis, R. Plant, Miss E. Blacklee, J. Scott, N. Smith and J. Chapman
2. Apologies for absence: None
3. Declarations of Interests: None
4. To discuss the interim Internal Audit Report and decide actions arising- Cllr Marquis –

Bank Accounts – It had been agreed at the Parish Council Meeting on 1st June 2009 not to reduce the number of bank accounts. (page 24 of PC Meeting Minutes refers)

Signing of Minutes – Cllr Jesse agreed to initial each individual page.

Clerk's Gratuity – The Gratuity was set up in accordance with the Local Government (Discretionary Payments) Regulations 1996 and should be minuted as such. Cllr Marquis was attending a meeting with YLCA this week regarding the actual amount to be paid.

Sports Association – It was agreed that any payments to the Sports Association should only be considered on a formal request from them. It was also agreed to minute under what relevant power the payment was being made. Previous payments have been made in accord with Section 19 (Recreational Facilities) of the Local Government (miscellaneous Provisions) Act 1976

Annual Governance review – Cllr Marquis reported that the Financial Regulations adopted in July 2009 this year needed amending to allow for budget control. It was unanimously agreed that Clause 3.2 is now altered to read “No expenditure may be incurred that will exceed the amount provided in the revenue budget. The Finance committee must meet and agree to modify the budget if such a situation is likely to arise.” Page 1 one the Regulations will be amended and endorsed accordingly.

It was noted that Standing Orders were being reviewed but was present awaiting a model document from YLCA which was expected to be available in early 2010.

VAT was not reclaimable if items were not ordered specifically by the Parish Council or if a grant had been received for a specific item. Invoices must be addressed to the Parish Council in order for them to reclaim VAT.

Risk Management - Cllr Scott agreed to prepare a Risk Management Policy for the Parish Council and to request assistance from Cllr Nunn.

Insurance – Cllr Marquis was in the process of updating the insurance policy regarding Public Liability/Employers Liability and Fidelity Insurance, which may result in an additional premium payment. All risks had been altered to include

Durlston Drive fence and gate, seats around the Parish, strimmer, two stone plinths (WI Tree and memorial to Chris Dunn), additional play equipment. On the advice of the underwriter before any inclusion was made for the War Memorial it was agreed to obtain a quotation from a professional source for replacement costs. Councillor Plant agreed to obtain this information. The War Memorial could then be insured against malicious and accidental damage.

Cemetery Plan – it was agreed to continue trying to obtain a quote for a new plan.

Cllr Plant was to contact the Diocese regarding this matter as he believed a copy of the plan may have been lodged with them.

5. To consider the payments received from City of York Council for 2009/10 in regard to double taxation and decide actions. - Cllr Marquis reported on this matter and the methodology for the recent payment. It was agreed the Parish Council must take these payments into consideration when setting the budget for future years.

6. To consider and award contracts for grass cutting during 2010 season. – It was agreed to defer this matter until the Finance Meeting in early January 2010 as some quotations had not yet been received.

7. To consider and action the introduction of a regularly updated expenditure against budget document. It was agreed to accept the proposed budget monitoring document prepare by Cllr Marquis and Cllr Marquis agreed to clarify the column headings. Cllr Jesse suggested an ongoing summary figure would be appropriate.

8. To agree arrangements for the final payments to the Parish Clerk. Cllr Marquis reported the following payments:

Salary and Holidays	£386.49 + 445.95
Office Accommodation	£66.67
Gratuity – to be confirmed by YLCA	

It was reported that this could be paid from the treasurers account with a specific note in the minutes as to which account the gratuity was paid from. There were still some points to clarify regarding the handover to the new clerk which could only be arranged after the appointment was made. Mrs Walker had kindly offered to provide assistance as necessary to the new clerk.

9. To consider and decide action on expenditure for replacement office equipment. - This was discussed at length. It was going to cost in the region of £1,000.00 to set up new office equipment. This was agreed. Details are provided on the attached document.

10. To consider and recommend action in connection with expenditure for a parish council office. Cllr Marquis reported that this was going to cost in the region of £1,000.00 to set up with ongoing costs of approximately £1,000.00 per year. Cllr Scott said this should be put to the full council and subject to authority this could be set up in 2 to 3 days. Cllr Smith felt that having a new office with specific opening

times for public access would generate more interest in Parish business. Details of known costings are also provided on the attached document.

11. To consider and recommend actions for the provision of Christmas trees in the Parish. It was agreed to purchase one large tree and pay for the tree at Robert Wilkinson School, up to a total cost of £200.00. Provision of Christmas Trees in the future was to be an Agenda item for May 2010.
12. To consider the recent correspondence received from Burn & Company Solicitors and decide actions. Cllr reported on the situation regarding The Firs and the meeting with the Barrister. Cllr Scott said he was concerned about the costs. The Parish Council was now awaiting a response from City of York Council to a request to attend a joint meeting between all parties.
13. To agree a date for a further meeting of the Finance Committee to set the precept for 2010/2011. A finance Committee was arranged for 4th January 2010 at 4.00p.m. in the Village Hall.
14. To consider the contents of email received from Paul Herring, Leisure Services regarding the proceeds from the sale of the Old School and recommend action – the contents of this email were discussed. There was no understanding by any of the Parish Councillors that the money from the sale of the Old School would be put with the Hogg Trust Fund money to be used as one successful project. Cllr Jesse agreed to speak with Paul Herring and inform him that the implications contained in the email for the use of this money were totally incorrect.

Information provided to Finance Committee regarding equipment purchase in connection with replacement of IT items and new furniture etc for PC Office.

A quotation (£521.73) was obtained from PC World on 10th November and is valid to 11th December. I believe the computer specified is a bargain at the price quoted as similar computers are priced in the region of £1000 and in fact this model is now priced at PC World at £800. An account has already been opened with PC World but at present without commitment.

In order to ensure safer storage of data, as discs are not considered to be a permanent means of storage, I recommend that an external hard drive is purchased and the quotation for such equipment was provided as £56.51.

A new telephone handset with a sufficiently large answering machine memory is also essential. These are priced at £30 or more.

In order to facilitate the recording of meetings I suggest that a voice recorder is purchased. A suitable one which includes transcribing software is available at a cost of £85.

Software at a reduced cost of £77.10 was also offered (Internet security and 2007 Office for Home and Student).

The total so far for the above items is **£780.34** excluding VAT.

If the decision is made to use the room at the Rainbow Centre as an office there would be additional costs as described below.

Licence costs would be £1000 per annum and would be subject to annual review.

There is a possibility that RW School can provide a link to their broadband service which would incur a one off cost of making a connection from the school building to the Rainbow Centre and the Headmaster is providing a quote for this. Then there would be no charge made for internet access.

A telephone connection already exists in the room at the Rainbow centre and could be transferred to 490035. However if the present set up of connection via the telephone using Talktalk the total charges would be as at present which are approx £25 per month for the telephone calls and rental plus £11.30 for broadband. [See above for telephone handset]

In order to make the best use of the lap top [which is currently only connected to the internet when it is in range of an authorised wireless system, as the set up at Shirley's would mean disconnecting the main PC and connecting the laptop (and vv) each time there is a need to connect] I suggest that a wireless arrangement is organised which would require the purchase of a wireless modem/router compatible with the PC which could be purchased for about £90.

Furniture already exists at the room in the Rainbow Centre which was purchased

about 12 months ago and is valued at £300 (a table and 3 arm chairs). However the desk currently in use at Shirley's is unsuitable for the room. I have obtained costings from Staples with whom we have an account and a new desk, table, cabinet and 3 x stacking chairs could be purchased for less than £450. If we bought the existing furniture at the offer price then a further £280 would be needed to provide the desk and cabinet.

The licence fee is inclusive of all costs for utilities and cleaning as shown on the draft copy provided by RW School. Should any minor work such as fitting shelves etc be required these would be agreed with the school and they could provide the labour to erect at a reasonable rate.

The costs for this option would be initially **£570**.

The total costs for Options 1 and 2 would be in the region of £1400 plus the lease cost to the end of March at an additional cost of £320. There would obviously be an ongoing lease cost of £1000 pa which could form part of the budget from April 2010.

There will also be a cost to incidentals such as redirection of post etc and I suggest a further £100 would adequately cover these costs. This figure is not included in the calculations below.

To summarise the above the unbudgeted cost for providing new IT equipment is anticipated to be **£780 + VAT** and the initial one off costs for equipping the room at the Rainbow Centre would be **£890**.

As detailed in items 9 and 10 of the Finance Committee Report it is requested that Councillors agree the expenditure for both equipment, which is considered necessary in any event, and to set up a Parish Council office and the Recruitment Committee are given authority to spend up to **£2000** as detailed in the meeting notes and which includes an allowance for currently unknown costs such as alternative items to those which have been identified and which may not be available.