

Swilland and Witnesham grouped Parish Council

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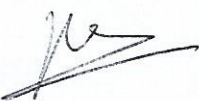
MINUTES

Finance Committee Meeting Monday 30th July 2018 at 7.30pm in the School Room at Witnesham Baptist Church

1. Chairman welcomed everyone to the meeting. Apologies: Mr Stanley
Present: Dr Nicol (Chair), Mr Rush and Mr Lightfoot.
2. No Councillors' declarations of interest.
3. Minutes of the Finance Committee Meeting of 30th October 2017 were confirmed as a true record.
4. Consider funding for Swilland churchyard costs.
Chair reminded the meeting that the Parish Council had assisted with this funding in the past, but not for several years since volunteers had done the work, so in principle the funding was not an issue. As such, Swilland churchyard should be funded in the same way as Witnesham.
Swilland PCC had requested funding for this year which had not been budgeted for directly. However, the Clerk pointed out that the Internal Audit had picked up that S137 power should not be used for churchyard costs and that LGA 1972 ss 214 or 215 should be used (burial ground maintenance). Before considering budget adjustments (agenda item 7) it was agreed in principle to fund churchyard costs from "Planned Maintenance" expenditure class thus abiding by the auditor's advice. **Mr Rush proposed that for this financial year (2018-19), the funding for Swilland should match that given to Witnesham, seconded Mr Lightfoot: carried.**
For next year and beyond, the meeting agreed that the preferred strategy would be that Swilland Church use the same supplier as Witnesham Church with the same number of cuts. The Swilland PCC should then submit the total cost annually to the Parish Council who would fund 50%. Clerk to advise Swilland PCC.
5. To consider Internal Auditor's report for 2017/18 for full council's approval and acceptance.

A copy of the report had been circulated prior to the meeting along with a short list of Clerk's Corrective Actions on very minor points mentioned in the report.

Clerk reminded the committee that the report contained only one recommendation, which was for council to "appoint the Internal Auditor and

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record the decision in the minutes". This would be an agenda item on the September PC meeting.

The committee agreed to approve and recommend full council accept the report and also the Clerk's Corrective Actions document.

6. To Review Parish Council spending for the year so far.

Hard copies of the Budget, Expenditure/Income, and Cash Book spreadsheet were distributed. Income and expenditure so far this year was discussed by the committee and no issues were raised.

7. To consider any required adjustments to Parish Council Budget for 2018 – 2019 and reserves.

Clerk reminded the committee that 2017-18 budgets had planned for £2000.00p for 30 MPH signs refurbishment and £5000.00p for VAS signs, neither of which had been obtained and the demand now fell into 2018-19 budget year, both to be funded by £7000.00p from reserves. **It was agreed to add these two items to the 2018-19 budget.**

The meeting agreed to decrease S137 from £550.00p to £100.00p and increase Planned Maintenance from £1500.00p to £1950.00p, which maintains budget balance.

It was agreed to add "Village Book" to the cash book which combines £750.00p spend and £750.00p grant.

Mr Rush presented some quotes (exclusive of VAT which is recoverable) for a climbing frame and an aerial runway for the recreation ground of around £19k and a climbing frame for the play area of £10k. Mr Rush added that there were possible grant opportunities from the "Play Space Scheme" and he would investigate these. **It was agreed to increase the Rec. Ground project budget from £15k to £30k to be funded from the £5k already committed from reserves, £20.2k grants and £4.8k from CIL.**


Mr Rush reminded the meeting of a possible CIL bid for Witnesham School changing rooms and the committee agreed to monitor future CIL with this in mind.

Clerk would update the spreadsheet with all the above changes and share with the committee.

8. Date and time of next meeting

TBD for a date sometime in October 2018

Meeting closed at 8:25 p.m.

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