

# SHEDFIELD PARISH COUNCIL

*(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)*

## MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE MEETING HELD AT 7.15PM, ON MONDAY 26<sup>th</sup> MARCH 2018, SHEDFIELD PAVILION.

**Present:** Parish Councillors: Jess Bond - Chair, Stuart Jones & Margo Berry.

**In Attendance:** RFO – Clare Hinton.

**Members of Public:** 0.

1/18 **Apologies of absence:** Apologies were received from Councillor Maria Robbie & Councillor Kevin Dye.

2/18 **Declarations of interest:** None.

3/18 **Minutes of meeting held 27 November 17:** The minutes were accepted and signed as a true copy by the Chair.

4/18 **Public participation:** Nil.

5/18 **Financial reporting/considerations of Council:**

(i) To confirm current bank balances: All bank balances were noted and agreed.

(ii) Approval Lists: These were discussed and approved.

(iii) View only/online banking payments: The RFO updated the Committee with regards to the View only access. Due to the RFO having a personal account with Barclays, she was unable to get an authentication card as previously advised. The only way for the RFO to gain access was using her own personal bank card. The RFO expressed her concerns and the Committee was in agreement that her own personal bank card should not be used for Council business. At this point in time we are no further along with the process. **Action: RFO**

(iv) Barclays Credit Card: The Committee was presented with 2 credit card options, both from Barclays Bank. All agreed that the Flex Credit Card was the preferred option with no annual card fee and an initial 3-month interest free period. To go to Full Council for approval on 9 April 2018.

(v) CIL return & update: The RFO advised that the CIL return for 2016/17 had been submitted. All figures received and due were discussed.

(vi) Review 2017/18 expenditure including Charities: The Financial Comparison reports for the Council and 2 Charities were viewed and discussed. It was suggested that the income budget heading "Sale of Assets" should be removed. **Action: RFO**

6/18 **Financial Regulations:** No amendments required. To go to Full Council on 9 April for adoption.

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7/18 **Year End Reserves:** The current ear marked reserves were reviewed. The following amendments were made:

Reserve	Opening Bal 1 Apr 16	Spent Apr 16 - Mar18	Year-end top up / received	Closing Bal 31 Mar 18
Litigation	30,000.00	0.00	0.00	30,000.00
Play Equipment	32,020.61	-5,000.23	5,000.23	30,000.00
Bus Shelters	8,000.00	-4,267.20	4,267.20	8,000.00
Monuments	10,000.00	-1,639.58	1,639.58	10,000.00
Elections	2,000.00	0.00	0.00	2,000.00
Office Equipment	3,000.00	-557.97	57.97	2,500.00
Traffic Island Refuge	2,000.00	0.00	-2,000.00	0.00
Common	5,000.00	-850.00	2,850.00	7,000.00
Employment Advice	1,500.00	0.00	0.00	1,500.00
Security	4,000.00	0.00	0.00	4,000.00
Village Signs	6,338.00	-1,136.51	798.51	6,000.00
Ground Works	12,000.00	-640.00	640.00	12,000.00
CIL/Development Fund	0.00	0.00	51,899.31	51,899.31
<b>Total Ear Marked Funds</b>				<b>164,899.31</b>

A new reserve is to be created and labelled "CIL/Development Fund". The funds received from CIL payments to date and in the future are to be held here. Funds received to date are £52,000.

8/187 **To consider Section 137 Requests:**

- (i) Home-Start Meon Valley: The request for funding was considered; a donation of £100 will be recommended to Full Council

**Action: Clerk**

9/18 **Internal Auditor:**

- (i) Internal Audit letter dated 31 Jan 18: It was noted that several of points arising were being dealt with as ongoing matters. No concerns were expressed.
- (ii) Appointment of Internal Auditor: A new Internal Auditor has been appointed for the financial year 2018/19; Full Council to be informed of the decision.

10/18 **Policy updates/review:**

- (i) Transparency Code update; The Committee was updated with the progress made and the compliance required. It was noted that even though Shedfield Parish Council falls between the <25K and >£200K Codes it was regarded as "Best Practice" to publish according to one of the Codes noted above.
- (ii) Prepayment Policy: The Committee reviewed the draft policy; all agreed to recommend to Full Council for adoption.
- (iii) Investment Policy: The Committee reviewed the draft policy; all agreed to recommend to Full Council for adoption.
- (iv) SEE, Report of the Independent Remuneration review: The Committee was of the opinion that an allowance should not be paid to the Parish Councillors. To be discussed at Full Council.

11/18 **Green Smile Contract renewal:** The letter was reviewed. The Committee

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recommends that the contract should be renewed for a further 2 years at the existing price as requested in the letter. To go to Full Council.

- 12/18 **Southern Water – waste water:** The “grey water” disposal was discussed and will be investigated further. **Action: RFO**
- 13/18 **Correspondence, Reports & Meetings:**
- (i) EE Mobile: The price increase of £1.06 p/month was noted.
  - (ii) Idverde: It was noted that there was no price increase for the 2018/19 Dog Waste Contract.
  - (iii) Salvus Master Trust: The Committee was informed that the pension provider would be introducing a £20 + VAT small employers admin fee from 31 Mar 18.
- 14/18 **Shedfield Recreation Ground Charity:**
- (i) To confirm current bank balance: The bank balance was noted and agreed.
  - (ii) Approval lists: These were discussed and approved.
  - (iii) Annual review of the licence fee for the Parish Office: It was agreed that no increase should be applied to the annual licence fee for the Parish Office.
- 15/18 **Shirrell Heath Recreation Ground & Allotment Charity:**
- (i) To confirm current bank balance: The bank balance was noted and agreed.
  - (ii) Approval lists: These were discussed and approved.
  - (iii) Allotment Fees 2018/19: It was agreed that the Allotment fees for 2018/19 would remain at £20 per plot, per annum.
- 16/18 **Items for next agenda:** None.
- 17/18 **Date of next meeting:** 30 July 18.

***With no further business to be transacted, the meeting closed at 21:20***