

# 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 30<sup>TH</sup> JULY 2018, SHEDFIELD PAVILION.

**Present:** Parish Councillors: Jess Bond, Stuart Jones, Margo Berry, Kevin Dye, Cathy Roberts.

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

**Members of Public:** 0.

18/18 **Election of Chair and Vice Chair:**

a. Election of Chair. Councillor Jess Bond was proposed by Councillor Kevin Dye, seconded by Councillor Margo Berry. All in attendance were in agreement and Councillor Jess Bond was duly elected as Chair.

b. Election of Vice Chair. Councillor Stuart Jones was proposed by Councillor Kevin Dye, seconded by Councillor Cathy Roberts. All in attendance were in agreement and Councillor Stuart Jones was duly elected as Vice Chair.

19/18 **Apologies of absence:** Apologies were received from Councillor Maria Robbie.

20/18 **Declarations of interest:** None.

21/18 **Minutes of meeting held 26 March 2018:** The minutes were accepted and signed as a true copy by the Chair.

22/18 **Public participation:** Nil.

23/18 **Terms of Reference:** The chair requested that all members of the Committee be sent the Terms of Reference and Financial Regulations to ensure they are fully aware of their remit. **Action: RFO**

24/18 **Financial reporting of Council:**

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

ii. Approval Lists: All approval sheets were reviewed and noted. The Chair pointed out an inaccuracy of Barclaycard DD on the July Approval list and requested that it be amended. **Action: RFO**

iii. To consider/review investment options: The poor interest rate on the Scottish Widows 7-day account was noted. The Committee agreed that this account should be closed. It was further agreed that two new £30,000 new investments should be made, using the £40,000 from the closed Scottish Widows account and a further £20,000 from the Barclays Current Account. The RFO will look into NS&I and Scottish widows as alternative investment options. **Action: RFO**

iv. Barclays Credit Card: The Committee was informed that the credit card was now being used and the necessary controls in place.

v. CIL – update: The Committee was provided with a reconciliation of CIL monies received to date. This was discussed and noted.

vi. Review 2018/19 1<sup>st</sup> quarter expenditure: The financial comparison reports were viewed by the Committee. No comments were made.

**Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB**

Telephone: 01329 830060 Mobile: 07918 623009

Email: [clerk@shedfieldparishCouncil.org.uk](mailto:clerk@shedfieldparishCouncil.org.uk)

[www.shedfieldparishCouncil.org.uk](http://www.shedfieldparishCouncil.org.uk)

# SHEDFIELD PARISH COUNCIL

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

vii. Extra funding – Telephone kiosk library: The estimate from Lee Cooper was discussed. This is to be reviewed again after the possibility of employing a Handyman.

25/18 **To consider Section 137 Requests:**

i. St John the Baptist School: It was noted that Councillor Kevin Dye declared an interest, as his wife used to work at the school. The quote for new fencing was viewed and discussed. It was decided that, to aid the Committees decision, an email should be sent to HCC Councillor Roger Huxstep requesting further information on help being provided by HCC. Also, an email should be sent to the school requesting the status of funds raised to date. **Action: Clerk/RFO**

26/18 **Barclays Bank:**

The Committee discussed the problems the RFO/Clerk had reported with requesting standing order changes and other such difficulties with accessing online banking. It was concluded that a change of bank would not resolve the issues. It was agreed that the RFO would try again at accessing the “view only” online banking options. **Action: RFO**

27/18 **Review of mobile phones/landline:**

The RFO presented the Committee with a review of the mobile phone and landline phone expenditure. The options were discussed in detail. It was unanimously decided that the mobile phones and landline should be moved to Utility Warehouse where significant savings would be made.

**Action: RFO**

28/18 **External Audit PKF Littlejohn - update:**

The RFO updated the Committee as to the progress of, and correspondence requested by PKF Littlejohn.

29/18 **Insurance Renewal:**

4 quotes were obtained from Zurich and Came and Company and presented to the Committee for discussion. The following recommendation will be presented to Full Council for approval: Inspire via AXA on a 3-year fixed binding Long Term Agreement. This reducing the annual premium by a further 5%, giving a Long-Term Agreement premium of £2,778.64 per annum. **Action: Clerk**

30/18 **Southern Waste Services Ltd/Business Stream – update:**

It was noted that a letter was sent on the 16 May 18 explaining the Councils position. To date, no response has been received. The letter is to be resent by recorded delivery. **Action: Clerk**

31/18 **Correspondence, Reports & Meetings:**

- (i) Hampshire Street Lighting: The price increase of £0.37 annual unit charge was noted, as was the new dimming regime.
- (ii) HALC Guidance note – providing financial assistance to a church: The guidance was noted.
- (iii) Home-start Thank you letter: The letter was read and noted with regard to a s137 donation received.

**Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB**

Telephone: 01329 830060 Mobile: 07918 623009

Email: [clerk@shedfieldparishCouncil.org.uk](mailto:clerk@shedfieldparishCouncil.org.uk)

[www.shedfieldparishCouncil.org.uk](http://www.shedfieldparishCouncil.org.uk)

# SHEDFIELD PARISH COUNCIL

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

## 32/18 **Shedfield Recreation Ground Charity:**

- (i) To confirm current bank balance: The bank balance was noted and agreed. RFO to look into closing the Natwest reserve account. **Action: RFO**
- (ii) Approval lists: These were discussed and approved.
- (iii) Request for funding – Driveway to the Pavilion: The 3 quotes presented were read and discussed. The Committee agreed that a budget of up to £3,500 would be authorised from the CIL reserve. To go to Full Council for further discussions and final decision. **Action: Clerk**
- (iv) Review 2018/19 1<sup>st</sup> quarter expenditure: The budget comparison was reviewed. No comments made.

## 33/18 **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 – update: All Allotment fees for 2018/19 have been paid, with the exception of 1 plot which is available to rent.
- (iv) Review 2018/19 1<sup>st</sup> quarter expenditure: The budget comparison was reviewed. No comments made.
- (v) Extra budget – hedge & allotment clearance: An additional budget was agreed of £153 for the inside of the hedge to be cut and for Plot 5 to be cleared. **Action: Clerk**

34/18 **Items for next agenda:** None.

35/18 **Date of next meeting:** 26 November 18.

***With no further business to be transacted, the meeting closed at 2100 hrs***