

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 18th MARCH 2019, SHEDFIELD PAVILION.

Present: Parish Councillors: Stuart Jones, Kevin Dye, Maria Robbie.

In Attendance: RFO – Clare Hinton.

Members of Public: 2.

01/19 **Apologies of absence:** Councillor Cathy Roberts & Councillor Margo Berry

02/19 **Declarations of interest:** None.

03/19 **Minutes of meeting held 26 November 2018:** The minutes were accepted and signed as a true copy by the Chair. It was noted that Councillor Maria Robbie had sent apologies.

04/19 **Public participation:** Covered under item 12/19.

05/19 **Response to Public participation:** Covered under item 12/19.

06/19 **Terms of Reference:** The document was reviewed and no amendments were made.

07/19 **Financial reporting of Council:**

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

ii. Approval Lists: All approval list from Nov 18 – Feb 19 were reviewed and agreed to the total of £51,147.84.

iii. Update of signatory/mandate changes: Following on from the last meeting; The Committee was informed that all current, savings and investment accounts had been updated with the new signatory mandate. Being Councillors; Kevin Dye, Stuart Jones, James Coleman and Maria Robbie.

iv. Online banking - update: The committee were updated as to the progress of the new Unity Trust Bank account. Online payments are ready to proceed as of 1st April 19. It was agreed that two signatories would need to attend Barclays Bank to transfer the balance of the Barclays current account to Unity Trust, leaving a residual value in the Barclays current account as a safety net. **Action:RFO**

v. Investment review: The Committee were provided with an investment review report. It was agreed that £30,000 will be transferred from the Barclays savings account to the Unity Trust savings account. The remaining balance of the Barclays savings account (approx. £46K) should then be kept with Barclays to insure a diverse spread of the Council's funds. **Action:RFO**

vi. Review 2018/19 expenditure – all Committees: The budget comparison reports provided were reviewed and the following was agreed or noted:

152 CIL Receipts: £61,080 received.

1000 Salaries: £10,000 underspend. During 2018/19 budget discussions a Handyman was going to be employed. A self-employed Handyman has been employed instead.

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1170 Insurance: £2,300 underspend. A saving of £2,300 was made on the previous Insurance policy.

6030 Bus Shelters Repair/Replace: £800 overspend. It was agreed to take the three repairs from the Bus Shelter Reserve, reducing the overspend by £1,000.

Action:RFO

3040 Goal Posts – WC: £510 overspend. It was agreed that the £610 for groundworks carried out moving the posts will be taken from the Groundworks Reserve. **Action:RFO**

3620 Benches & Seating: £1,700 overspend. It was agreed that the groundworks carried out around the picnic benches should be taken from the Groundworks Reserve. **Action:RFO**

8210 Cemetery Tending Wages: £450 underspend. The wages are yet to be apportioned, however will be completed as part of the year end process.

9010 Parish Lengthsman Contract: £11,400 underspend. Please see minute 11/19.

08/19 **Year End Reserves:** A report was presented to the Committee. It was agreed that, with the amendments noted in minute point 07/19/vi, the following will make up the year end reserves:

Litigation (possible future) £30,000

Play Equipment £30,000

Bus Shelters £6,942

Monuments £10,000

Elections £2,000

Office Equipment £2,210

Common £7,000

Employment Legal Advice £1,500

Security £4,000

Village & Land Signs £6,000

Ground Works £10,780

CIL/Development Fund £141,479

Total Ear-marked reserves: £251,911 **Action:RFO**

09/19 **CIL – update & requests to spend:** The Committee was presented with a CIL Statement detailing amounts received, potential amounts due, money spent and potential expenditure.

A request from the CIL working party was made to ear-mark some of the unspent funds for proposed projects. The following was agreed:

Multi Use Games Area £100,000

Speed Limit Restrictor £10,000

Resurface the Zip Wire at Waltham Chase £2,208

Verti-Drain football pitch £300 **Action:RFO**

10/19 **Dog Waste Contract:** It was agreed to renew the dog waste contract with Idverde. No price increase will be applied to the 2019/20 contract. **Action:Clerk**

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11/19 Parish Lengthsman: It has previously been agreed, that Shedfield Parish Council will not continue as lead Parish for the 2019/20 Lengthsman Scheme. Hampshire County Council have been informed of the decision. In light of this, the £11,400 underspend will need to be addressed. It was agreed that a letter will be sent to Idverde, giving notice of the scheme closing and requesting all invoices/work outstanding for 2018/19 be invoiced promptly, and in full and final settlement. This will then enable the Council to address any remaining funds unspent and return to the relevant parties. **Action:RFO**

12/19 To consider s137 donations/requests/grants:

i. Waltham Chase Village Hall.

Mrs Margaret Jones and Mr Tony Cailles attended the meeting to support their request for a s137 grant, towards refurbishment of the village hall toilets (to include the disabled toilets). Various questions were answered and it was noted that the application was supported by a set of accounts.

The application was discussed further, once Mrs Jones and Mr Cailles had left. The Committee will recommend to Full Council, to award the full request of £5,000. This would be actioned upon approval of the grant requested from Hampshire County Council Recreation and Heritage Community Fund. The remaining £2,400 underspend from the 2018/19 budget will be allocated towards this application, along with the remaining £2,600 balance from the 2019/20 s137 budget. A letter will be sent after Full Council's decision on the 8 April 2019. **Action:RFO/Clerk**

13/19 Policy updates/reviews:

- i. Financial Regulations: It was noted that the agreed changes at the last Full Council Meeting had been actioned. For adoption at the AGM in May 19.
- ii. Financial Risk Assessment: Cllr Arthur Reading, Cllr Kevin Dye and the RFO have spent considerable time reviewing this document and will be finalised shortly for further consideration at Full Council on 8th April 19.
- iii. Transparency Code: Furthering the comments made by the Internal Auditor, the RFO has spent considerable time bringing the website in line with the Local Government Transparency Code 2015 for Council's with a turnover greater than £200,000. This will require certain elements being updated quarterly and reviewing annually.
- iv. Pre-payment & deposits policy: This policy was reviewed. It was resolved that the Policy document would be reviewed bi-annually going forward. Any change required prior to the review date will be brought to the next appropriate Committee meeting.
- v. Investment Policy: This policy was reviewed. It was resolved that the Policy document would be reviewed bi-annually going forward. Any change required prior to the review date will be brought to the next appropriate Committee meeting.
- vi. Fixed Asset Policy: This is a new policy created by the RFO for future use when controlling and noting the Council's Fixed Assets. It was agreed the de-minimus level of an asset will be set at £250, in line with the Insurance Excess. Until the assets have been reviewed fully, this policy will remain on a review cycle annually. To go to Full Council on 8th April 19 for adoption. **Action:Clerk**
- vii. Payment Policy: With the introduction of online payments, a policy has been drafted to cover the procedures involved and is to be read in conjunction with the Council's Financial Regulations. The policy was discussed. It was agreed that this

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policy, once adopted, would remain on an annual review cycle until the processes have been tried and tested. To go to Full Council for adoption on 8th April 19. **Action: Clerk**

14/19 Correspondence, reports & Meetings:

- i. NALC – Funding Bulletin: The bulletin was noted.
- ii. Internal Audit: The year end internal audit has been booked for Tues, 7th May 2019 with Mike Platten. This will enable the AGAR to be signed by the Chair at the AGM on Mon, 13th May 2019.

15/19 Shedfield Recreation Ground Charity:

- i. To confirm the current bank balance: The bank balance was noted and agreed.
- ii. Approval lists: The approval lists from Nov 18 – Feb 19 were considered and agreed at £3,389.28.
- iii. Unity Trust Bank: The decision to migrate the Charity bank account to Unity Trust will be deferred until the Council's account has had several months of use. To be reviewed at the next F&A Committee meeting 29 July 19.
- iv. Review 2018/19 expenditure: The budget comparison provided was considered. No comments were made.
- v. Review of licence fee for the Parish Office: It was agreed that the licence fee shall remain at £1,125 per quarter as per the Licence Agreement.
- vi. Bishop's Waltham Electrical – gate lighting: After discussion, it was agreed that the gate lighting should be replaced in line with the quote of £1,290 plus VAT from Bishop's Waltham Electrical. **Action: Clerk**
- vii. Biffa Waste – price increase letter: The increase of 7% was noted.

16/19 Shirrell Heath Recreation Ground & Allotments Charity:

- i. To conform the current bank balance: The bank balance was noted and agreed.
- ii. Approval lists: The approval lists from Nov 18 – Feb 19 were considered and agreed at £2,269.44.
- iii. Unity Trust Bank: The decision to migrate the Charity bank account to Unity Trust will be deferred until the Council's account has had several months of use. To be reviewed at the next F&A Committee meeting 29 July 19.
- iv. Review 2018/19 expenditure: The budget comparison provided was considered. No comments were made.
- v. Allotment Fees 2019/20: It was agreed that the allotment fees shall remain at £20 per allotment for 2019/20.

17/19 **Items for next agenda:** None.

18/19 **Date of next meeting:** 29 July 2019.

With no further business to be transacted, the meeting closed at 20:55 hrs

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