

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 26TH NOVEMBER 2018, SHEDFIELD PAVILION.

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

In Attendance: RFO – Clare Hinton.

Members of Public: 0.

36/18 **Apologies of absence:** None

37/18 **Election of Chair and Vice Chair:**

a. Election of Chair. Councillor Stuart Jones was proposed by Councillor Cathy Roberts, seconded by Councillor Margo Berry. All in attendance were in agreement and Councillor Stuart Jones was duly elected as Chair.

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

38/18 **Declarations of interest:** None.

39/18 **Minutes of meeting held 30 July 2018:** The minutes were accepted and signed as a true copy by the Chair.

40/18 **Public participation:** Nil.

41/18 **Financial reporting of Council:**

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

ii. Approval Lists: All approval sheets from Aug 18 – Oct 18 were reviewed and agreed to the total of £28,584.44.

iii. Update of signatory/mandate changes: It was duly agreed that the 4 signatories on all bank and investment accounts are to be Councillors: Kevin Dye, Stuart Jones, Maria Robbie and James Coleman. Barclays Bank & Nationwide mandates have been changed to reflect this. Skipton Building Society and NS&I are in the process of being changed and are awaiting confirmation. To be reported at the next appropriate meeting once all changes have been completed.

iv. Update on new/current investments: The committee was provided with an up to date schedule of investments. It was noted that the Scottish Widows account had been closed and the 2 new investment accounts with Nationwide and Skipton Building Society were now open. This was in line with the minutes agreed on 30 July 2018.

v. 2019/20 Budgets, to include all Committees & Charities: All the Committees budgets were reviewed and the following budgets will be taken to Full Council for approval:

Finance & Admin: Income £4,932, Expenditure £69,900

Common: Budget code 7000 - Common maintenance, to be increased to £10,000 due to impending change of contracts. This made an expenditure budget of £14,200

Cemetery: Income £3,500, Expenditure £8,345

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Open Space: Expenditure £11,575

Planning & Highways: Expenditure £4,700

Shedfield Recreation Ground Charity: Income £11,790, Expenditure £12,050

Shirrell Heath Recreation Ground & Allotment Charity: Income £3,970, Expenditure £4,769

vi. Annual Governance & Accounting Statements 2017/18: The letter from PKF Littlejohn and signed Annual Governance Statement Sections 1,2 & 3 were reviewed. It was noted that the opinion of PKF Littlejohn was that the AGAR is in accordance with 'Proper Practices' and no other matters had come to their attention giving cause for concern. The requirement to display the 'Notice of Conclusion of Audit' has been met and all relevant documents are available on the parish website.

vii. CIL It was agreed that the CIL working party will report directly to the Chair, Councillor Kevin Dye, with any request to spend. This will then be reported to Full Council for minuting and agreement before any payments are made from the CIL funds.

42/18 To consider Section 137 Requests:

- i. Winchester District Citizens Advice: An application for a Grant form was completed by the Citizens Advice. It was noted that a significant number of parishioners (85) had been helped last year with advice on debt, tax credits & benefits. As a result, £29,000 extra income had been generated. In light of this, it was agreed that a s137 grant would be recommended to Full Council of £500.
- ii. CPRE: The request for a s137 was not approved on this occasion.

43/18 Barclays Bank:

- i. Barclays Bank charges letter: The letter outlining the introduction of bank charges on the current account was read and discussed. The letter estimated that our approx. charges each month will be £16.40 and would come into effect from 13 Nov 18. It was agreed that the RFO will look into alternative banks with a better option for our banking facilities. **Action:RFO**
- ii. Online banking: The pros and cos of online banking were discussed, including the need to pay staff in a timely manner and the savings to be made in cost and time. It was unanimously agreed that the Council should become fully integrated with online/internet banking for all transactions. This will be recommended to Full Council.

44/18 Financial Risk Assessment - update: The RFO presented the committee with the Financial Risk Assessment document and it was discussed. Councillor Kevin Dye kindly offered to review the document with the RFO for further development.

45/18 NS&I – signatory mandate changes: To change the signatories with NS&I a 'Copy of resolution appointing signatories or other officers of a society, club or Fund' form needed to be signed at a properly convened meeting. This form was duly signed by the relevant parties and will be returned to NS&I for completion of the request. **Action:RFO**

46/18 Correspondence, Reports & Meetings:

- i. Hampshire Street Lighting: The price increase to the equipment controlled by the CMS system was noted as £0.02506 p/kwh.
- ii. Legal Topic Note – s137: The committee acknowledged the update.

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- iii. HALC – letter re audit complaints: The committee acknowledged the procedures.
- iv. Edge IT – Making Tax Digital: It was noted that Edge will be fully compliant with the new making tax digital legislation.

47/18 Shedfield Recreation Ground Charity:

- i. To confirm current bank balance: The bank balance was noted and agreed.
- ii. Approval lists: All approval sheets from Aug 18 – Oct 18 were reviewed and agreed to the total of £3,074.11.
- iii. Charity Commission Annual Return: It was noted that the Annual Return for 2017/18 has been submitted in good time to the Charity Commission.
- iv. Chubb Fire Extinguisher contract: The committee reviewed the quote from CIA and it was agreed that the fire extinguisher servicing should remain with Chubb for good value and efficiency.
- v. Biffa Waste – price increase letter: The letter and price increase of £0.98 per lift was noted.

48/18 Shirrell Heath Recreation Ground & Allotment Charity:

- i. To confirm current bank balance: The bank balance was noted and agreed.
- ii. Approval lists: All approval sheets from Aug 18 – Oct 18 were reviewed and agreed to the total of £1,221.26.
- iii. Charity Commission Annual Return: It was noted that the Annual Return for 2017/18 has been submitted in good time to the Charity Commission.

49/18 Items for next agenda: None.

50/18 Date of next meeting: 18 March 2019.

With no further business to be transacted, the meeting closed at 21:16 hrs