

# 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 29<sup>th</sup> JULY 2019, SHEDFIELD PAVILION.

**Present:** Parish Councillors: Stuart Jones, Margaret Jones, Arthur Reading, Cathy Roberts, Caroline Francis-Goulds.

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

**Members of Public:** 0.

19/19 **Apologies of absence:** Councillor Maria Robbie.

20/19 **Election of Chair and Vice Chair:**

a. Election of Chair. Councillor Arthur Reading was proposed by Councillor Margaret Jones, seconded by Councillor Stuart Jones. All in attendance were in agreement and Councillor Arthur Reading was duly elected as Chair.

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

21/19 **Declarations of interest:** Arthur Reading & Margaret Jones – Waltham Chase Village Hall Committee.

22/19 **Minutes of meeting held 18 March 19:** The minutes were accepted and signed as a true copy by the Chair.

23/19 **Public participation:** Nil.

24/19 **Terms of Reference:** To be amended to reflect "To review and update, on an annual basis, the Financial Risk Register, reporting any appropriate amendments to Full Council". **Action: RFO**

25/19 **Financial reporting of Council:**

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

ii. Approval Lists: All approval sheets from May – July 19 were reviewed and agreed to the total of £27,788.93.

iii. Review of cheque signatories: It was duly agreed that Arthur Reading, Chair of Finance, would be added as the 4<sup>th</sup> signatory to replace Kevin Dye, who resigned at the 2019 AGM. The 4 signatories, for all bank and investment accounts were confirmed as Councillors: Arthur Reading, Jim Coleman, Maria Robbie & Stuart Jones. All bank and investment accounts are to updated accordingly. Arthur reading to liaise with RFO. **Action: A.Reading & RFO**

iv. To consider & review investment options: The committee was provided with an up to date schedule of investments. It was noted that a couple of the review dates and signatories needed amending. **Action: RFO**

It was agreed to move a sum of £30,000 from the Barclays Savings Account to the Unity Trust Savings Account. RFO to arrange for 2 signatories to attend Barclays Bank to action the request. **Action: RFO**

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The RFO is also to look into any restrictions on transferring an additional £30,000 to the NS&I account. **Action: RFO**

It was also resolved for the RFO to investigate any further/alternative options for additional investments. **Action:RFO**

v. Consider the unused Barclays Accounts: It was agreed to leave both the current and savings accounts with Barclays Bank open at this current time. To be reviewed again at the next Finance & Administration meeting.

vi. Review 2019/20 1<sup>st</sup> quarter expenditure: The committee was presented with a budget comparison for Q1. It was noted that budget codes 3000 & 3130 needed to be addressed and corrected and recirculated to the committee. No further comment was made. **Action:RFO**

vii. Fixed Asset Register: The Fixed Asset register was circulated prior to the meeting. It was noted that the register had been considerably overhauled in the last year and that photo and invoices were now being kept to enhance the information captured.

## 26/19 **Request to spend:**

i. Affordable IT: A quote for 5hrs of computer support at the cost of £60 p/hr (£300 in total) was considered and agreed as valuable support to the office staff. **Action:RFO**

ii. SLCC: An annual membership to SLCC for the approximate cost of £200 was considered to be a beneficial expense. A valuable source of support for the Clerk and other staff members. A recommendation to go to Full Council for additional budget.

iii. Dog waste bag dispensers x 2: It was agreed that a recommendation should be made to Full Council for the purchase of 2 x dispensers. One for each of the Charity recreation grounds at the cost of approx. £150 per dispenser.

iv. Height Barrier Waltham Chase: Approval by Councillor has been given to instruct JB Corrie. The Council are meeting with them next week and pending a successful meeting they will be instructed. To be updated at Full Council.

27/19 **Reserves & CIL – Update**: The report circulated prior to the meeting was discussed. It was agreed that further, more in depth consideration was needed to start reducing the general reserve. The advice from the Internal Auditor was noted as 50% of the annual precept. Further advice also suggested two new ear-marked reserves; “Cemetery Reserve” for future repairs and renewal of Cemetery assets, to include the Lychgate. A “New Pavilion Maintenance Reserve” to cover the replacement of fixtures/fittings over the next 10 years once the new pavilion/extension has been agreed.

28/19 **Review budget setting processes**: It was agreed that a process should be formalised for the budget setting process, to be controlled by the RFO. It was suggested that the Budget should remain unchanged when setting it for 2020/21. Arthur Reading and the RFO to meet and draw up a process for further discussion. **Action:Arthur Reading & RFO**

## 29/19 **To consider Section 137 Requests:**

i. Victim Support: An application was received for a donation of £100. It was agreed that this was a service that benefits our Parish and a recommendation was made to support the request to the sum of £100. To go to Full Council on 12 Aug 19.

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- ii. Curdridge Lunch Club: An application was made for a donation of £300. It was felt that £300 was a little high when, currently only 4 parishioners use the service. It was agreed to recommend a donation of £100. To go to Full Council on 12 Aug 19.
- iii. Waltham Chase Village Hall update: It was previously agreed that the donation would be actioned upon approval of the grant requested from Hampshire County Council Recreation and Heritage Community Fund. The funding has been approved, so it was agreed that the donation would be paid as part of the next payment schedule.
- iv. Green Week Steering Group: It was resolved that; on this occasion the Parish Council would not consider supporting this request.
- v. Citizens Advice Bureau: An application was made for £700. It was noted that a donation was made last year (£500) however it was felt that this is a valuable service to the community and a further donation would be recommended of £500. To go to Full Council on 12 Aug 18.

## 30/19 **Correspondence, Reports & Meetings:**

- i. Cyber Insurance: The 2 quotes presented were reviewed and discussed. It was decided that this was something that was not required by our Parish.
- ii. Came & Co Insurance renewal: It was noted that we have a 2-year fixed agreement in place. The RFO is to update the Insurance Co about the ownership of a zip line and BMX track, in line with their request. To report back should this affect the premium. **Action: RFO**
- iii. Internal Audit letter & action points: The 3 action points/suggestions were discussed. 1) Comments with regards to our General Reserve have been previously discussed and action is to be taken. 2) It was decided that VAT advice should be sought with regards to the potential Pavilion extension. RFO to enquire further. 3) The phone boxes on the asset register have already been updated. No further action required. **Action: RFO**
- iv. Governance & Accountability update March 19: The update was noted.
- v. ACSO: A report was provided from Swanmore Parish Council and Margaret Jones. It was decided to invite the Swanmore Parish Clerk to help answer some of the questions raised as to a joint partnership with Swanmore and other parishes. To be discussed further once more information received. To go to Full Council on 12 Aug 19.

## 31/19 **Shedfield Recreation Ground Charity:**

- i. To confirm current bank balance: The bank balance was noted and agreed.
- ii. Approval lists: All approval sheets from May – Jul 19 were reviewed and agreed to the total of £1,966.42.
- iii. Unity Trust Bank: It was agreed to transfer the bank account to Unity Trust Bank from Barclays bank. This decision was made on a very successful transfer of the Parish Council Account. **Action:RFO**
- iv. Review 2019/20 Q1 expenditure: The committee was presented with a budget to date comparison. It was reviewed and no comments made.

## 32/19 **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 May – Jul 19 were reviewed and agreed to the total of £588.41.
- iii. Unity Trust Bank: It was agreed to transfer the bank account to Unity Trust Bank

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from Barclays Bank. This decision was made on a very successful transfer of the Parish Council Account. **Action:RFO**

iv. Review 2019/20 Q1 expenditure: The committee was presented with a budget to date comparison. It was reviewed and no comments made.

33/19 **Items for next agenda:** None.

34/19 **Date of next meeting:** 25 November 2019.

***With no further business to be transacted, the meeting closed at 21:15 hrs***

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