

Loughton & Great Holm Parish Council

Finance & Staffing Committee

Minutes of the meeting held on Monday 12th September 2016, 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

PRESENT: Cllrs Sandra Boland (Chair), Peter Ballantyne, Peter Todd

ALSO PRESENT: Brian Barton (Parish Clerk)

FS 14/16 Apologies:

Received from Cllr John Howe

NOTED

FS 15/16 Declarations of Interest:

There were no declarations of interest

NOTED

FS 16/16 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 8th June 2016, were **AGREED** as a true and correct record and signed by the Chair.

FS 17/16 Matters arising from the previous minutes not on the agenda:

FS 08/16 Finance Report:

The Chair said that £800 will need to be accrued in the 2017/2018 accounts to cover the auditors fees and put into committed reserves.

NOTED

FS 18/16 Questions from the public:

There were no questions from members of the public.

NOTED

FS 19/16 Finance Report:

The Chair spoke to the finance report.

The date of the standing order for the payment of the Parish Clerks salary needs to be changed to the 25th of each month starting from September.

There is a shortfall covering the April – August period which the Chair said that she would work out the amount, and ask the Parish Clerk to take out of the petty cash.

The Parish Clerk was asked to draft a letter, and have it signed by two (2) bank signatories.

The Parish Clerk was also asked to contact Connolly Accountants who undertake the payroll for the Parish Council, for all the PAYE statements for the Parish Clerk and the Parish Youth Programme Development Officer.

The VAT rebate figure should be debited to code 105 in the accounts software package, and to ensure the VAT is claimed half yearly.

The committee agreed that the Parish Clerk should spend a half a day on a Thursday dedicated to working on the accounts and other finance related matters.

To use the profit and loss account template as supplied by the Chair for future monthly reports

A draft 2017/2018 budget will need to be presented at the next committee meeting for discussion, and then presented to the December Parish Council meeting for adoption.

RESOLVED

- 1. That the date of the standing order for the payment of the Parish Clerks salary to be changed to the 25th of each month starting from September.**
- 2. The Parish Clerk to draft a letter, and have it signed by two (2) bank signatories.**
- 3. The Parish Clerk to contact Connolly Accountants who undertake the payroll for the Parish Council, for all the PAYE statements for the Parish Clerk and the Parish Youth Programme Development Officer.**
- 4. The Chair to work out the amount of the of the shortfall in the Parish Clerk's salary covering the April – August period, and will then ask the Parish Clerk to take out what is owed out of the petty cash.**

FS 20/16 To consider the internal auditors report:

The Committee agreed to increase the fidelity insurance cover for up to £160,000; this will need to go to the next Parish Council meeting to be agreed.

The Chair will set up an impress account for the Petty Cash.

The Parish Clerk was asked to send a copy of the Asset Register to the Chair.

Cllr Peter Todd said that he would look through the Financial Regulations and make any necessary amendments for the committee to consider at a future committee meeting.

The draft Financial Regulations have been taken to a meeting of the Parish Council to be adopted.

RESOLVED

- 1. To increase the fidelity insurance cover for up to £160,000; and take to the next Parish Council meeting for agreement.**
- 2. That the Chair to set up an impress account for the Petty Cash.**
- 3. That the Parish Clerk to send a copy of the Asset Register to the Chair.**
- 4. That Cllr Peter Todd to look through the Financial Regulations and make any necessary amendments for the committee to consider at a future committee meeting.**

FS 21/16 update on the hosting of the Parish Council website:

The Parish Clerk informed the committee that the contractor is now in place, and that there appeared to be no issues of concern.

NOTED

FS 22/16 To consider a retainer by the Parish Council website host contractor for WordPress Core and Plugins updates:

The meeting agreed to defer this agenda item to the next committee meeting for consideration.

RESOLVED

To defer this agenda item to the next committee meeting for consideration

FS 23/16 To discuss the Loughton Sports & Social Club finances:

The Parish Clerk has sent the Standing Order to the Treasurer of the Management Committee, for him to arrange for the monthly rent payments to be paid to the Parish Council.

The Parish Clerk has made a list of the dates of when the monthly rent has been paid.

The Chair would like the Management Committee in future to start paying for the grass cutting, as at present they are only paying for the marking of the sports ground.

The Parish Clerk has sent an invoice to the Management Committee for their share of the insurance premium.

NOTED

FS 24/16 To discuss any staffing related matters:

The Chair informed the committee about the recent resignation of the Parish Youth Programme Development Officer.

The drop in has now started at the MacIntyre Centre Coffee Shop on Great Holm which the Parish Clerk attends.

NOTED

Date of next meeting:

Monday 12th December 2016, 7:30pm at Holmwood School, Kensington Drive, Great Holm

THE CHAIR CLOSED THE MEETING AT 9:10PM

Signed _____ Chair Date _____