

Allhallows Parish Council

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MINUTES OF FINANCE COMMITTEE MEETING HELD ON MONDAY 12 NOVEMBER 2012 AT THE BRIMP, AVERY WAY, ALLHALLOWS AT 7PM.

PRESENT: Cllr Mark Skudder Chairman
Cllr John Lambourne
Cllr Alan Marsh
Cllr Mrs Wendy Myers
Cllr Mrs Noleen Skudder
Mrs Margot Sturt Parish Clerk

In attendance: One member of the public

Agenda item number

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF PECUNIARY INTEREST (DPI)

No interests declared.

3. MINUTES OF LAST MEETING

a) Page 1, paragraph 5, Review of Budget 2012/13 (F/07/12).

It was **resolved** that this paragraph should be amended as follows:

” The budget for the current year was discussed. It was agreed to add the street cleaning figures and to include unbudgeted items, e.g. grants and the Rural Liaison grant. A discussion was held about likely costs for opening and running Cross Park Pavilion.”

b) Minutes F/07/12/1-10 of the meeting held on 23rd July 2012 were proposed, seconded and were unanimously **approved** as a true record. Proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers.

4. MATTERS ARISING

None.

5. FINANCE REPORT

a) F11/12/5 Appendix A

The bank balances listed were **noted**. It was **resolved** that the accounts for payments listed on Appendix A be approved. Proposed by Cllr Mrs Noleen Skudder, seconded by Cllr John Lambourne and unanimously agreed. The Chairman pointed

out that the detailed information contained within the F11/12/5 Appendix A should be treated as confidential as it contained personal staff salary details.

Action Point: F/11/12/5: Parish Clerk to ensure that future financial reports for meeting are annotated as “CONFIDENTIAL.”

6. BANK MANDATE

As a result of the Parish Clerk appointment, changes are needed to the list of bank account signatories. The necessary forms were presented to Cllr Mark Skudder and Cllr Alan Marsh for their approval. It was **noted** that the process may take several weeks and existing signatories would have to be used in the interim.

7. RESULT OF VILLAGE QUESTIONNAIRE

The questionnaire responses and findings were discussed. It was agreed that percentage responses for each section of the questionnaire would be included in the update to be provided in the next Village magazine article.

It was **proposed** that Cllr Mrs Yvonne Forest would be asked to research the options available based on the questionnaire results and **report back** to the Parish Council with more detailed proposals.

Action Point: F/11/12/7: Cllr Mrs Yvonne Forest to report back with more detailed proposals.

8. CROSS PARK BREAK EVEN COSTS

a) Councillors were asked to note the estimated costs and income for Cross Park. The review of costs paper from the 23rd July 2012 Finance Committee meeting was updated to support discussion. The high rateable value of the site was noted which councillors **agreed** may need to be followed up with Medway Council to see if this amount was negotiable. Based on information available, the fixed and variable costs were rough estimates and councillors were advised that potentially these costs to be higher. It was **noted** the pavilion is currently being hired out for two afternoons a week. Based on the estimated costs, there is a potential budget deficit of £4,850 for Cross Park.

b) To **note** the Parish Clerk is in the process of applying to Medway Council for a Premises Licence for Cross Park.

c) Cllr Mrs Noleen Skudder suggested that one option for the financial shortfall may be to consider how charitable status designation in conjunction with a trustee group might support an exit strategy for the Parish Council in the longer term.

9. PARISH CLERK TELEPHONE

The proposals for the Parish Clerk telephone were **resolved**. Councillors agreed to review the working arrangements in six months.

Action Point: F/11/12/9: Cllr Mark Skudder to review the telephone arrangements in six months time.

10. PARISH CLERK'S SOCIETY OF LOCAL COUNCIL CLERKS MEMBERSHIP

It was **resolved** that expenditure should be supported and should be put on the December 2012 Parish Council Meeting Agenda for approval.

Action Point: F/11/12/10: Parish Clerk to include agenda item on the 17th December 2012 Parish Council Meeting Agenda.

11. BUDGET MONITORING 2012/13 FINANCIAL YEAR

The Chairman gave explanations for the different budget accounts and the revised budget figures on the report provided by the Parish Clerk. Councillors suggested that it would be helpful to have a short budget narrative as way of an explanation for some of the expenditure reported. The budget position was noted.

Action Point: F/11/12/11: Parish Clerk to include short budget narrative on future budget monitoring reports.

12. PREPARATION OF 2013/14 PRECEPT FOR PROPOSAL TO PARISH COUNCIL

The draft budget proposals were discussed in detail and finalised. It was proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers and **agreed** that the final draft budget be recommended to the full Parish Council for approval at the next meeting.

Decision: F/11/12/12: It was proposed by Cllr Mark Skudder and seconded by Cllr Mrs Wendy Myers and agreed by all that a precept of £49,800 be recommended to the full Parish Council at the next meeting.

13. ANY OTHER BUSINESS

It was proposed by Cllr Mrs Noleen Scudder that a small gift of flowers and/or gift vouchers be purchased for the outgoing acting Parish Clerk. It was **agreed** by all that this would be recommended to the full Parish Council at the next meeting.

Action Point: F/11/12/13: Parish Clerk to include this on the next Parish Council meeting agenda.

14. DATE AND VENUE OF NEXT MEETING

No date or venue was set.

The Chairman, Cllr Mark Skudder closed the meeting at 21:22pm

Signed:.....Chairman

On the day of 201