

## **Medstead Parish Council**

Minutes of a meeting of the Finance and General Purposes Committee held on  
**26<sup>th</sup> February 2014** at 6.30pm at Medstead Village Hall.

### **Present:**

Councillor D Jackson (Chairman)  
Councillor R Pullen  
Councillor K Kercher  
Councillor Fenwick

**Also present:** Katie Knowles, Clerk to the Council and Cllr M Smith.

### **13.38 OPEN SESSION**

There were no matters under the open session.

### **13.39 APOLOGIES**

None. All Councillors were present.

### **13.40 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **13.41 MINUTES**

- a) The minutes of the meeting held on 30<sup>th</sup> October 2013 were agreed and signed by the Chairman as a correct record.
- b) There were no matters arising from the minutes of the meeting held on 30<sup>th</sup> October 2013.

### **13.42 EXEMPT ITEM - REVIEW OF CLERKS HOURS & WORKLOAD**

The Press and Public were asked to leave the meeting for Addendum item.9 in accordance with Schedule 12A of the Local Government Act 1972, as the discussion related to employees, salaries and conditions and terms of employment. A recommendation from the Committee regarding the Clerks hours will be considered at the March Council meeting.

### **13.43 REVIEW OF EXPENDITURE 2013-14**

The Committee reviewed the Councils expenditure against the budget at the end of month 11. The main area of underspend was Grants. The Clerk asked the Committee to agree a policy for financing projects that have no budget allocation e.g. the Tree Safety report and the resulting tree works. It was **RESOLVED** that projects with no budget allocation forthwith will be funded out of general reserves. It was also noted that should be one generic budget heading for Grants in 2014/15.

### **13.44 WAKES TRUST**

The Committee reviewed the Wakes Trust. Cllr Kercher updated the Committee following a recent discussion with Mr Chivers. It was acknowledged that there are still very few financial products that offer a return on an investment. There was a general discussion about the importance of raising the profile of the availability of grants in the Parish, including the Mulcock Charity. It was **RESOLVED** to develop publicity on grants available from the Parish Council and the Rene Wakes Trust and the Clerk was asked to research options for the Mulcock Charity in terms of its administration, but maintaining the local availability of funds.

### **13.45 COMMITTEE TERMS OF REFERENCE**

To Committee reviewed its terms of reference and agreed that no changes were required.

#### **13.46 F&GP FORWARD PLAN 2014/15**

The Committee reviewed a draft forward plan for the forthcoming year. A number of amendments were agreed and a revised version is attached herewith.

The meeting was closed at 7.20pm.

## Finance and General Purposes Committee – Forward Plan 2014-15

Task	Detail	Review Date	Full Council Ratification
Review Committees Terms of Reference (F&G, Planning & Maintenance).	To review the ToFR for the Councils two Committees to ensure they take account of any changes in work load and/or policy, prior to the Annual Meeting of the Council.	26 February 2014 ✓	20 May 2014
Review the investment opportunities for the Wakes Trust capital fund.	Recommendation of Interim Internal Audit Report. The Wakes Trust was bequest to the Council for the benefit of the residents of the parish. The Trust is effectively established as a “Capital in Perpetuity” fund with interest earned being applied accordingly.	26 February 2014 ✓	15 July 2014
Annual review of the Councils fees and charges.	Review of Cemetery Fees.	25 June 2014	16 September 2014
Review Model Standing Orders.	The revised Model Standing Orders issued by NALC (2013) entitled ‘Model Standing Orders for Local Councils Part 2’ replace the model standing orders contained in NALC’s publication ‘Standing Orders for Local Councils’ (2010).	25 June 2014	18 November 2014
Sports Club Lease – Rent Review.	2014 is a rent review year.	25 June 2014	16 September 2014

<b>Task</b>	<b>Detail</b>	<b>Review Date</b>	<b>Full Council Ratification</b>
Introduction of electronic payments.	The imminent repeal of S150 (5) of the Local Government Act 1972 removes the requirement for two signatories, therefore facilitating the introduction of electronic payments for local councils. The Council will need to review its internal controls and develop a procedure to manage electronic payments.	25 June 2014 (Awaiting guidance from the Joint Practitioner Advisory Group JPAG).	16 September 2014
Review the Councils Asset Register.	Annual review	22 October 2014	18 November 2014
Review the Councils Risk Assessment & Internal Financial Controls.	Annual review	22 October 2014	18 November 2014
Prepare a draft budget for 2015/16.	To include the review of earmarked reserves, and the management of the level of general (unallocated) reserves.	22 October 2014	18 November 2014

### **Scheduled F&GP Meeting Dates**

26 February, 23 April, 25 June, 27 August, 22 October and 17 December 2014