

Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on
28th October 2015 at 8.00pm at Medstead Village Hall.

Present:

Councillor Deborah Jackson
Councillor Roy Pullen
Councillor Ken Kercher
Councillor Peter Fenwick

Also present: Katie Knowles, Clerk to the Council.

15.20 OPEN SESSION

- The Chairman highlighted the recent notification of a proposal for a 30mph speed limit on Hattingley Road and 40mph on Trinity Road between Bentworth and Medstead. County Councillor Mark Kemp-Gee was under the impression that the speed limit changes had requested by the Parish Council, which is not the case. The Police are not supportive of the proposals and Bentworth PC have been consulted on the Trinity Road proposal. The Council will consider the proposals at the November meeting.

15.21 APOLOGIES

All Councillors were present.

15.22 DECLARATIONS OF INTEREST

There were no declarations of interest.

15.23 MINUTES

- a) The minutes of the meeting held on 9th September 2015 were **agreed and signed** by the Chairman as a correct record.
- b) Minute ref: 15.19 - The Clerk updated Members on the appointment of the new Clerk, Peter Baston.
 - Two references have now been received and were circulated to Councillors at the meeting and were accepted as satisfactory.
 - A number of dates have been set for the handover during November.
 - The Clerk had obtained the forms from NatWest for a new bank mandate to be set up that will remove her as a signatory, add Peter and change the address for bank statements. All the signatories will be required to sign the new mandate.
 - Cllr Fenwick reminded Cllrs that the Council's Financial Regulations require that a non-signatory Cllr should verify the bank reconciliation with the bank statements. This has not happened to date and should be actioned.
 - The Clerk confirmed that the application for electronic and telephone banking with NatWest had been rejected as not all signatories had signed. The Clerk will now leave this for the new Clerk to pursue, once he becomes a signatory.
 - Peter will only be able to provide limited cover during December. Two of meetings scheduled during the month (F&GP and Maintenance Committee) have been cancelled and the latter deferred to January.
 - Peter's hours during November and December will be reimbursed and he has been asked to complete timesheet. He will be added to the payroll system from 1 December 2015.
 - Cllr Kercher has agreed to look after the Cemetery until the end of December 2015.
 - The new will be working 20hrs per week with effect from 1 January 2016.

15.19 GOVERNANCE DOCUMENTS – REVIEW 2016

- a) The Committee reviewed the charges for the Cemetery which were last increased in 2013. The Chairman had reviewed the Church of England charges against the Council's and it was noted there had been a slight increase. Cllrs Jackson and Fenwick proposed a modest increase which was supported by Cllrs Kercher and Pullen. The Committee worked through each charge and agreed a revised figure, the increase for non-parishioners was slightly higher to reflect the Council's

preference to preserve the Cemetery for Parishioners, particularly when space becomes an issue in the future. The revised charges for the Cemetery will be presented to the November Council meeting for approval.

- b) The Committee considered the Council's revised Asset Register, which incorporates all the purchases during 2015 including the new play equipment. The revised total asset value has increased from **£295,097.68 to £327,144.68**. Cllr Kercher highlighted that the Asset Register does not include any of the Council's kissing gates of which there are 8. Whilst the gates can be added, the Clerk explained that the value of each gate can only be recorded in the replacement column (for insurance and forward planning purposes) as only fixed assets acquired in the current financial year can be added at cost which will increase the Council's total asset value. If the council decides that the asset value should be changed during the financial year (e.g. additional items added that were purchased in a previous year), the figures shown on the Council's Annual Return for the previous year should also be changed to the same new basis and marked as 'RESTATED'. The council must also provide an explanation for the change to the external auditor.

The Clerk confirmed that the Council's insurer Came & Company had been advised of the revised valuation and had been sent a copy of the updated Asset Register. The increase in value had resulted in an additional premium of £150.13 to 30th September 2016. The Clerk was asked to enquire with Came & Company what was included in the 'outside equipment' category. The revised asset register will be presented to the November Council meeting for approval.

- c) The Committee reviewed the Council's Risk Assessment. It was agreed that no changes or additions were required.
- d) The Committee considered the Council's Publication Scheme. It was agreed that no changes or additions were required.

Both documents considered under c) and d) will be presented to the November Council meeting for ratification.

15.20 DRAFT BUDGET 2016/17

The Committee considered a draft budget for 2016/17 and a draft precept. Members reviewed each budget headings under the sections Administration, Maintenance, Grants and Allocated and Reserves and a number of amendments were agreed. A revised draft incorporating the changes and revised precept calculation will be circulated to the Committee members for confirmation prior to the November Council where the budget will be considered.

At the conclusion of the items on the agenda the meeting was closed at 10.10pm.

Signed.....Chairman

Date.....