

**Hemyock Parish Council**  
**Finance Committee Meeting**  
**held at Longmead at 10.00am on 17<sup>th</sup> May 2016.**

Subject	Action
<p><b>1. <u>Present</u></b> Mrs H Stallard, Miss P Lawrence, Mr N Punnett, Mr T Barton and Mrs D Evans (Parish Clerk).</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b> Agenda item 6.4 - Mrs H Stallard has a personal interest as she is a trustee of the Blackdown Support Group.</p>	
<p><b>3. <u>Minutes from previous meeting</u></b>  <b>PROPOSAL:</b> The finance committee minutes of the 20<sup>th</sup> February 2016 are approved.  <b>PROPOSED:</b> Miss Lawrence  <b>SECONDED:</b> Mr T Barton  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>4. <u>Election of Chairman</u></b> Mr N Punnett was nominated by Mr T Barton, seconded by Miss P Lawrence. There being no other nominations, Mr N Punnett was elected as Chairman of the finance committee.</p>	
<p><b>5. <u>Matters Arising</u></b></p> <p>5.1 Financial Regulations/Mandate – The clerk is in the process of completing the application and has found that the terms and conditions of Unity Trust Bank have changed. She will confirm the changes at the next meeting. <i>Post meeting: the monthly charge has increased from £5 to £6. A 15p per transaction charge applies if the turnover exceeds £100k per annum. (Defined as total value of credits paid into an account across 12 months)</i></p> <p>5.2 Asset Register – the clerk has updated the asset register to include either original cost price or proxy cost as per guidance from DALC. The revised figure on the annual return will be explained to Grant Thornton, the external auditor. The group reviewed the asset register and removed the bench at Old School Court as this is no longer a parish council asset.</p> <p>5.3 Insurance Review – clerk has received advice that approximately £2,000 per m<sup>2</sup> should be allowed for demolition, redesign and rebuild costs. Clerk instructed to inform insurers of new figures of £380,000 for Longmead, BHLAC to remain at £960,000 sum assured.</p> <p>5.4 Risk Management Plan – Mr T Barton has issued a plan. Clerk will circulate to finance committee for comment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>6. <u>Financial Review</u></b> The group noted the actual year-end figures for 2015/2016. Variances between actual and projected were explained (primarily due to Station Road pavement project not going ahead during the year). The group reviewed the budgeted figures for 2016/2017. Income – nothing to report Expenditure - clerk's salary needs to increase by £2,000 to allow for pay increase, training needs to increase by £3,000 to allow for costs of CiLCA, 'maintenance man' budget to be reduced by £5,000 to cover these. Grass cutting to be reduced by £1,000 and this added to road signs budget. The group also acknowledged that the car park would be purchased from reserves. Village website to be included in IT. Mrs H Stallard agreed to take forward the proposal of a large village noticeboard giving useful information to visitors and report back. The subject of Longmead was discussed. In light of the clerk's CiLCA qualification work, she asked if Longmead Management Group was a committee of the council. Mrs H Stallard confirmed it was a stand-alone group. The clerk suggested that if the council had a financial responsibility with reference to any terms of the Football Association grant, then it would seem prudent to ensure there was a formal reporting procedure between Longmead Management Group and the council.</p> <p><b>PROPOSAL:</b> The finance committee recommends that:-</p> <ol style="list-style-type: none"> <li>1. Longmead Management Group is asked to report on a quarterly basis to council and that following its AGM the chairman will also report to full council.</li> <li>2. The virement of funds under the following headings are made:- Clerk's salary – from £7,500 to £9,500 Training – from £1,000 to £4,000 Maintenance Man – from £10,000 to £5,000</li> </ol>	<p>HS</p> <p>Full council</p>

<p>Grass Cutting – from £3,000 to £2,000 Road Signs- from £5,000 to £6,000</p> <p>3. The car park is paid for from reserves.</p> <p><b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Miss P Lawrence <b>DECISION:</b> passed (all in favour)</p>	
<p><b>7. <u>Donations/Grants</u></b></p> <p>7.1 Citizens Advice Bureau – 81 clients in the Upper Culm used its services. The parish council made donations 15/16, 14/15, and 12/13. <b>PROPOSAL:</b> It is recommended to full council that a donation of £200 is made. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr T Barton <b>DECISION:</b> passed (all in favour)</p> <p>7.2 Blackdown Healthy Living &amp; Activities Centre – it was previously agreed (2<sup>nd</sup> December 2015) that £400 would be paid in this financial year for replacement chairs. <b>PROPOSAL:</b> It is recommended to full council that a donation of £400 is made. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr T Barton <b>DECISION:</b> passed (all in favour)</p> <p>7.3 Tiverton Community Transport – 16 members regularly use this weekly service. Previous donations were made in 14/15 &amp; 13/14. <b>PROPOSAL:</b> It is recommended to full council that a donation of £100 is made. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr T Barton <b>DECISION:</b> passed (all in favour)</p> <p>7.4 Blackdown Support Group - group has suffered cuts to grants this year. In Mid Devon over 20,000 miles were covered during the year. Services provided include:- lunch clubs, volunteer transport, visiting and mentoring. The finance committee acknowledges that the group has funds accumulated in the hope that in the future the group could be self-funding. The donation made by the council would be towards the operating costs of the group. <b>PROPOSAL:</b> It is recommended to full council that a donation of £800 is made towards the operating costs of the group. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Mr T Barton <b>DECISION:</b> passed (all in favour)</p> <p>7.5 Queen’s 90<sup>th</sup> Birthday Picnic Celebration <b>PROPOSAL:</b> It is recommended to full council that a donation of £250 is made. <b>PROPOSED:</b> Mrs H Stallard <b>SECONDED:</b> Mr N Punnett <b>DECISION:</b> passed (all in favour)</p> <p>Clerk will circulate powers &amp; duties to finance committee</p>	<p>Full council</p> <p>Full council</p> <p>Full council</p> <p>Full council</p> <p>Full council</p> <p>Full council</p> <p>Clerk</p>
<p><b>8. <u>CiLCA</u></b></p> <p>8.1 Clerk’s contract – The clerk’s current contract is a modified version of the standard DALC contract. CiLCA suggests that the full model contract should be adopted to ensure it is fully compliant with Pensions Act, NJC mileage allowances and good practice for sick pay. <b>PROPOSAL:</b> It is recommended to full council that the clerk’s contract is amended to match the model DALC contract and adopted. <b>PROPOSED:</b> Mr N Punnett <b>SECONDED:</b> Miss P Lawrence <b>DECISION:</b> passed (all in favour)</p> <p>8.2 Financial Regulations – the council’s current financial regulations constitute an amended/edited version of DALC’s model financial regulations. The clerk recommends that the full financial regulations are adopted. Clerk will circulate them to finance committee and add to agenda for next meeting.</p>	<p>Full council</p> <p>Clerk</p>
<p><b>9. <u>Items raised by chairman</u></b></p> <p>9.1 Newsletter – this will cost approximately £250 per annum. This to be included in the office admin heading on the budget.</p>	
<p><b>10. <u>Items raised by councillors</u></b></p>	

<p>10.1 Market – the market coordinator will invoice the council quarterly for the market stall. This will be included under the rent heading.</p> <p>10.2 Fete – it was noted that the village fete will be in July. Should the council wish to have a presence then the stall fee has been included in the budget figures.  <b>PROPOSAL:</b> It is recommended to full council that the council has a presence at the village fete. Stall fee included in budget figures.  <b>PROPOSED:</b> Miss P Lawrence  <b>SECONDED:</b> Mr N Punnett  <b>DECISION:</b> passed (all in favour)</p> <p>10.3 Benches - what works are necessary this year to the village benches?. Clerk to add to agenda for full council. The Millennium Bench needs some minor repairs. Clerk to add to agenda for full council.</p> <p>10.4 Minor works/maintenance – it was suggested that minor works and maintenance of up to £100 should not require quotation and that expenditure could be approved by chair of council and chair of finance committee.  <b>PROPOSAL:</b> It is recommended to full council that minor works/maintenance up to £100 do not require a quotation and may be approved by chair of council and chair of finance committee.  <b>PROPOSED:</b> Mr N Punnett  <b>SECONDED:</b> Mr T Barton  <b>DECISION:</b> passed (all in favour)</p> <p><i>Post meeting: after further research the clerk found that the model financial regulations cover mentioned in 8.2 above cover this point. Items of revenue expenditure up to £500 may be authorised by the clerk in conjunction with the appropriate chairman. This is the most efficient way of dealing with the matter, given that the council cannot delegate powers to an individual councillor but may delegate powers to a committee. Any committee would be subject to the usual rules of agenda, minutes, quorum etc.</i></p>	<p>Full council</p> <p>Clerk</p>
<p><b>11. <u>Date of next meeting</u></b>          Wednesday 20<sup>th</sup> July 10am at Longmead.</p>	

Meeting closed at 11.10am

*Signed*.....*Date*.....