

Hemyock Parish Council
Finance Committee Meeting
held in Forbes Lounge, Parish Hall at 10am on 22nd November 2017

Subject	Action
<p>1. <u>Present</u> Mr N Punnett (Chair), Mrs H Stallard, Miss P Lawrence, Mr T Barton, Mr S Clist and Mrs D Evans (Parish Clerk).</p>	
<p>2. <u>Declarations of Interest/Dispensations</u> Mrs Stallard has a personal interest as a member of Longmead Management Committee, The Garages committee and Blackdown Support Group. Mr Punnett declared a personal interest as he is a trustee of the Healthy Living & Activities Centre.</p>	
<p>3. <u>Minutes from previous meeting</u> PROPOSAL: The finance committee minutes of the 12th September 2017 are approved. PROPOSED: Miss Lawrence SECONDED: Mr Barton DECISION: passed (all in favour)</p>	
<p>4. <u>Matters Arising</u> 4.1 Archive Storage Facility – Miss Lawrence suggested that in the long-term the parish council may consider some form of village archive facility but in the short term a 4-drawer fire-proof filing cabinet should be purchased. PROPOSAL: The finance committee recommends to full council a 4-drawer fire-proof filing cabinet is purchased for archiving purposes up to a maximum of £1,700. PROPOSED: Mr Punnett SECONDED: Mr Barton DECISION: passed (all in favour) 4.2 The Garages – nothing to report 4.3 Longmead – a meeting has been arranged for 8th December to discuss future finances and responsibilities. 4.4 BMX – clerk has instructed Kye Forte to start maintenance work. Clerk to chase. 4.5 Grass Cutting – clerk has asked for a quotation from a contractor to cut the grass next year.</p>	<p>Full council</p> <p>Clerk</p>
<p>5. <u>Financial Review</u> 5.1 Clerk ran through the latest figures highlighting:- Income – projected income will be less due to interest rates falling before the investment was made; insurance premium from BHLAC will be less than projected (as insurance premium has reduced); VAT reclaim will be more. Expenditure – The Garages insurance of £500 not yet paid; footpaths grant was received at the end of the previous year this explains why there is more expenditure this year; The Garages expenditure is unlikely to be necessary so could consider using this towards the price of the external doors; no letters received yet from BSG, BHPN; car park exceeded budget due to legal fees; grants paid included money previously held; next year need to budget for BMX maintenance and possibly cemetery software. 5.2 The clerk recommended purchasing cemetery software to enable the process to be digitalised. This will involve additional hours to set-up system with historical paper data. PROPOSAL: The finance committee recommends to full council that it purchases cemetery software (cost approx. £1.000 plus £250pa). PROPOSED: Mr Punnett SECONDED: Mrs Stallard DECISION: passed (all in favour) 5.3 Precept 2018 – the committee went through the expected income and expenditure for next year based on experience and certain assumptions. It expects to have updated figures in December following its meeting with Longmead Management Group and after completing its asset management work. PROPOSAL: The finance committee recommends to full council an increase to the precept of 4% from £77,000 to £80,000. PROPOSED: Mr Punnett SECONDED: Mr Clist DECISION: passed (all in favour)</p>	<p>Full council</p> <p>Full council</p>
<p>6. <u>Asset Management</u> The next meeting of the working group will be on 30th November at Culm Pyne Barton at 10am.</p>	

<p>7. <u>Donations/Grants</u> None received.</p>	
<p>8. <u>Items raised by chairman</u> Nothing to report.</p>	
<p>9. <u>Items raised by councillors</u> 9.1 Clerk to ask Mr Pike to replace bench outside Castle Park with one of the plastic benches previously purchased. 9.2 Mr Barton to provide clerk with the name of the manufacturer of the Sidmouth seafront benches.</p>	<p>Clerk TB</p>
<p>10. <u>Date of next meeting</u> Tuesday 6th February 2018 - 10am Forbes Lounge.</p>	

Meeting closed at 12.10 noon

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