



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 29TH JANUARY 2018 AT 6:15 PM.

PRESENT: Cllr D Evans (Chairman), Cllr D. Alexander, Cllr Mrs. L Evans, Cllr A Forbes.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker), Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: One member of the public was present.

F&GP 038/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Burridge.

F&GP 039/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 040/17/18 **PUBLIC SESSION**

The meeting was duly opened to the public.

F&GP 041/17/18 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 4 DECEMBER 2017**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 4th December 2017 be duly signed as a true record of the meeting.

This was proposed by Cllr Forbes.

F&GP 042/17/18 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING THE 31 DECEMBER 2017**

A report by the RFO and the quarterly management accounts were circulated. The report was noted and a discussion took place.

It was clarified that the overspend on Staff Travel and Expenses (201/2050) was mainly due to the arrival of the new Napier Caretaker and the payment of travel expenses.

It was noted that the 2 payments received for the Rural Payments Scheme (407/1030) in the same year was due to one payment being received in April 2017, being last year's payment and the later payment received being this year's payment.

It was also noted that the figure for net expenditure over income (305 Jubilee Hall) was incorrect, due to a glitch in the spreadsheet. This figure should read as £1,809.

Cllr D Evans said that with the Village Centre expenditure line (408/6130) being a large sum, he asked if a virement should be considered or just allow the overspend. The RFO said that by year end, he was forecasting that the cost centre would be underspent, so suggested to leave the overspend on the individual line and not undertake a virement.

Cllr D Evans said he was concerned to see that no maintenance appeared to have been done this year, looking at the Football Pitches Maintenance line (408/6180) and asked the reason why. The RFO explained that he had spoken to the Grounds Manager about this when he was formulating a full year forecast and he informed him that he was not planning on any large expenditure before year end as he deemed that no remedial work was required this year. He did however inform the RFO that a £3,500 quote had been received but that no work had been agreed as yet.

The Chairman thanked the RFO for the excellent report and it was **RESOLVED** that

- The RFO look into the implications of the taxable mileage element of a Caretakers pay being moved into the Caretakers salary.
- The cost showing in Repairs and Maintenance (301/3009) of 4k for the boiler repair be adjusted to show it coming from Napier Hall EMR.

F&GP 043/17/18 **TO RECEIVE AND CONSIDER THE INVESTMENT POLICY**

The Investment Policy was circulated and a discussion took place.

It was **RESOLVED** that the Investment Policy be recommended to Council for adoption with the following amendments

- Paragraph 4.1: Remove wording after sentence 'Specified investments are those offering high security and high liquidity'.
- Paragraph 9.1: Remove the word 'Annual' before the wording 'Investment Strategy'.
- Add date of issue and review date.

F&GP 044/17/18 **TO RECEIVE AND CONSIDER THE PLAY INSPECTION POLICY**

The Play Inspection Policy was circulated. It was **RESOLVED** that

- The Policy be reviewed and re-written by Cllr Mrs L Evans.
- All faults need to be reported to the Chief Officer and not the Health and Safety Officer.
- The revised Policy be brought back to the Finance and General Purposes Committee for consideration.

F&GP 045/17/18 **TO CONSIDER THE REVISED WORDING IN RESPECT OF HPC FINANCIAL REGULATIONS – STAFF VACANCIES (para 8)**

A report by Cllr Alexander was circulated and a discussion took place. It was **RESOLVED** that

- The wording in respect of HPC Financial Regulations- Staff Vacancies (para 8) be reviewed.
- The wording for paragraph 3.2 be reviewed.

The meeting closed at 7.10PM



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Chairman

26/3/2018

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Dated