

**MINUTES OF FINANCE AND RESOURCES COMMITTEE MEETING
HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 24 JANUARY 2008 AT 7.00PM**

1. **RECORD OF COUNCILLORS PRESENT**
Cllr Chris Dicks (Chairman), Cllr Bob Harman (Vice Chairman) with Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr David Stevenson, Cllr John Turkentine, Cllr Roy Van Tromp and Cllr Bob Villa.
 2. **APOLOGIES FOR ABSENCE**
None recorded.
 3. **DECLARATION OF INTERESTS**
No declarations made.
 4. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA (0 members of the public present)**
No items raised.
 5. **MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 26 NOVEMBER 2007, TO TABLE ANY MATTERS ARISING**
The Minutes were proposed as a true record of the meeting by Cllr Villa, seconded by Cllr Paul and agreed. The Chairman signed the Minute Book.
 6. **MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 29 NOVEMBER 2007, TO TABLE ANY MATTERS ARISING**
Subject to the amendment showing that Cllr Turkentine and Cllr Villa returned to the meeting at 9.57 pm and that no business had been transacted during their absence, it was proposed by Cllr Turkentine, seconded by Cllr Villa that the Minutes were a true record of the meeting. The Chairman signed the Minute Book. Matters Arising :
 - 6.1 **Proposed Galleywood Heritage Centre** Building supplies would be purchased through GPC in order to reclaim VAT.
 - 6.2 **Galleywood Short Mat Bowls Club** Through Cllr Van Tromp, the GSMBC thanked GPC for the 2008/09 grant allocation.
 7. **GPC SEPARATION FROM KHC**
 - 7.1 **Telephone System** Clerk to investigate a system with one telephone number for GPC and KHC, whereby the caller was given the option of pressing 1 for GPC or 2 for KHC. There would still be a need for multiple lines and accounts being settled individually by both parties. *Action : Clerk to fact find and forward details to Cllrs in advance of February meeting.*
 - 7.2 **Creation of Interview Room** (Cllr Paul stated that he had not received any meeting papers sent in the post by the Clerk). GPC had received two quotations for the creation of the Interview Room. It was proposed by Cllr Villa, seconded by Cllr Van Tromp and agreed, that the quotation from Horsnell Ltd at £2,402.00 (plus VAT) be accepted. *Action : Clerk to organise building work during half term to minimise any disruption to Keene Hall hirers.*
- 7.20 pm Cllr Stevenson arrived.
- 7.3 **Installation of Office Furniture** Four filing cabinets have been delivered to the GPC office (two problems with lock and drawer will be rectified by the supplier). The Clerk and Assistant Clerk are in the process of transferring the filing

system and creating new files where necessary. This will leave the Keene Hall Office with ample space to create a new filing system and re-organise as appropriate. The new bookcase and transference of double height cabinets to Ron White Room will take place on 30 January 2008. A simple checking-out system for Cllrs borrowing books and binders from the office will be implemented.

- 7.4 IT** The new computer and printer has been installed for the Assistant Clerk with the existing Samsung printer networked to the Clerk's printer for bulk printing. GPC's domain name and administration facilities have been transferred from MDG Computers to its ABC IT Solutions.
- 7.5 Staff Resources** Outstanding items for the Clerk to handover to Keene Hall – Management of Staff, Accounts, Payroll and historical expertise covering various Keene Hall administrative issues. GPC confirmed that the Clerk's Contract had been amended to remove any Keene Hall Clerking responsibilities from 1 April 2008. It was noted that the Keene Hall member of staff appointed on a six month contract had resigned on Friday 18 January 2008 and KHC would be addressing the matter at their meeting on 30 January 2008. GPC agreed that the changeover go ahead with the Clerk giving every assistance and it may be necessary to extend responsibilities by one month.
- **KHC Insurance Cover** In a letter dated 18 December 2008, for the purposes of insurance, KHC asked in what capacity the Clerk would be giving advice from 1 April 2008 – 31 March 2009. GPC stated that it would be up to KHC whether or not they took any advice from the Clerk. The Clerk is an employee of GPC and would be acting in an advisory capacity. *Action : Agree wording outside the meeting, Committee Chairman and Clerk to finalise.*
 - **Staff Leave** The Clerk will be on leave for 2 weeks, 2 days during February/March 2008. The Clerk would ensure that the Assistant Clerk was fully briefed on all matters, and future training through attendance at EALC courses be organised. Cllrs agreed that the Finance and Resources Committee meeting remain on 21 February with the Assistant Clerk to take the minutes. A Committee member would take minutes at the Heritage Centre Project Committee meeting on the morning of the same day. It was further agreed that the Assistant Clerk be able to take one days leave on Friday 7 March (whilst the Clerk is on leave), and to keep the GPC office open Cllr Van Tromp had agreed to sit in and take telephone messages. With regard to periods of leave, Cllrs agreed that for any holiday extending beyond two weeks, permission must be granted by the Chairman and Vice Chairman.
 - **Issuing of Cheques and Changes to Bank Mandate** It was agreed that this matter be placed on the Council Agenda for 4 February 2008. *Action : Clerk.*

- 7.6 Keene Hall Grant Aid 2007/08** A letter from KHC dated 18 December 2007 together with spreadsheet prepared by KHC had been circulated to all Cllrs. A perceived income of £40,000 was noted, but there appeared to be a number of issues regarding expenditure. GPC have agreed to allocate £10,000 from Capital Reserves.

8.25 pm Cllr Paul left the meeting

Cllrs were concerned that the spreadsheet didn't show how the anticipated loss of £4,000 was arrived at. It was agreed that GPC needed more information to make their decision. More financial information is required including statement of KHC reserves for consideration at the March Finance and Resources Committee meeting. *Action : Clerk to write to KHC, Agenda 19 March 2008.*

- 7.7 Keene Hall Grant Aid 2008/09** Item deferred, to be discussed nearer the time.

- 7.8 Communication/Visitor Schedule** The table containing information gathered by staff relating to mail in/out, emails in/out and telephone calls in/out was reviewed. Cllrs felt that sufficient data had been obtained and the recording to finish immediately.

8. SPEND TO DATE AND BILLS FOR PAYMENT

- It was noted that although individual budget headings for Litter Collecting Staff indicated an overspend, the collective budget heading was in-line.
- Mr J Watson, Amenity Land/Gardener also indicates an overspend. The Clerk to keep a record of dates when grass cutting has taken place and check when work has been completed. Because of differing weather conditions extending the grass growing season, GPC to liaise with Mr Watson and ask him to submit a supplementary invoice for further cuts. If necessary, finance to be transferred from the Contingencies budget heading. *Action : Clerk.*
- Contingency and Christmas Pay Awards have been paid to staff as agreed and recorded under individual staff headings.
- It was noted that future Council Tax notices from CBC would clearly state the percentage payable to ECC, CBC and Parish Councils.
- Bills for Payment : It was proposed by Cllr Mrs Potter, seconded by Cllr Van Tromp and agreed that a Schedule of Payments made be taken to the Finance and Resources Committee for approval instead of full Council (after February). The Chairman and Vice Chairman of the Finance and Resources Committee to approve all invoices and initial books to confirm they have been audited. *Action : Clerk to bring forward amendments to the Financial Regulations and put on the Council Agenda for 4 February 2008.*

9. FINANCE REGULATIONS

The following amendment was proposed by Cllr Mrs Potter, seconded by Cllr Van Tromp and agreed :

Regulation 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget unless prior approval has been obtained from the Finance and Resources Committee.

The following amendment was proposed by Cllr Mrs Potter, seconded by Cllr Stevenson and agreed with one abstention :

Regulation 3.5 Unspent provisions in the revenue budget may be carried forward to a subsequent year under capital reserves.

10. REVENUE SUPPORT GRANT

Cllrs acknowledged that the Revenue Support Grant from CBC had been reduced by £557.00. Based on a band "D" house, the precept per household for 2008/09 would be £42.48.

11. GPC GRANT ALLOCATION SCHEME

Cllrs stated that there are two different sets of grants. First set of grants are given to clubs and associations annually and the advertised deadline should be adhered to. The second set relates to one-off adhoc grants that are requested during the year and are impossible to budget for other than from contingencies, or move from capital reserve to section 137. It was agreed that the GPC Grant Application Form be reviewed to include the names of Committee members. *Action : All Cllrs to consider the Application Form and agree amendments at the February meeting.*

12. GALLEYWOOD HERITAGE CENTRE PROJECT

Should the Project be unsuccessful GPC will need to review the situation and decide upon ear marked reserves.

13. REPLACEMENT BUS SHELTER

The Clerk had secured a £2,750.00 grant from ECC towards the purchase of a replacement wooden bus shelter to be located along Stock Road near Bakers Lane. A request for a contribution towards funding from West Hanningfield Parish Council would be taken to their February Council meeting. Clerk to progress matter and liaise with ECC regarding project management. *Action : Clerk.*

14. STREET LIGHTING

- **Replacement Lamp Outside Badgers** CBC had confirmed that the lamp had been cleaned and a replacement bulb is on order. This work would be undertaken FOC. However, CBC are seeking agreement from GPC to fund future maintenance works approximately £50.00 (parts and labour) every 2 – 3 years. Cllrs did not accept the agreement.
- **New Light outside Rous Cottage** CBC reported that to either extend underground cabling or install overhead cabling (which would necessitate two columns to nearest source), the project could cost in the region of £4,000 - £8,000. CBC do not have funding. *Action : Letter to be sent on behalf of the parishioner to CBC Officers Glenn Parkington and David Archer.*

15. **REVIEW OF TERMS AND CONDITIONS RELATING TO LITTER COLLECTING STAFF AND BUDGET HEADING**

The Clerk requested that the item be deferred as she has not completed her report and investigations. Agreed.

16. **DATE OF NEXT MEETING**

Thursday 21 February 2008, 7.00 pm, Lodge Room. Apologies from Cllr Van Tromp.

*There being no further business to be transacted,
the Chairman closed the meeting at 9.58 pm
Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council*

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(Signed, Chairman on 4 February 2008)