

GALLEYWOOD PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE

**The Finance Committee met at the Keene Hall, Galleywood on
Thursday 29 November 2007 at 7.00 pm**

Present Cllr Chris Dicks (Chairman) with Cllr Bob Harman, Cllr Neville Paul, Cllr David Stevenson, Cllr John Turkentine and Cllr Bob Villa

Public None

1. APOLOGIES FOR ABSENCE

Apologies recorded for Cllr Neville Paul on the Agenda were retracted. Apologies received from Cllr Roy Van Tromp

2. MINUTES OF THE MEETING HELD ON 29 OCTOBER 2007 AND ANY MATTERS ARISING

With reference to Item 1. Apologies for Absence, the Chairman read the following statement "With regards to the statement I made at the last Finance meeting regarding suggestions to cancel the meeting when a quorum was expected, I would like to retract the entire statement having discovered that certain information that was passed to me was wrong, and some information which would have thrown more light on the matter was not received. I therefore retract the statement without reservation." Cllrs agreed the amendment and the Minutes were signed by the Chairman.

3. GRANT REQUESTS 2008/09 (TO BE MADE FROM SECTION 137)

- Galleywood Ladies Club

7.05 pm Cllr Bob Harman declared an interest and left the meeting
Agreed grant £200.00

7.06 pm Cllr Bob Harman returned to the meeting

- Galleywood WI

7.06 pm Cllr Bob Villa declared an interest and left the meeting
Agreed grant £200.00

7.07 pm Cllr Bob Villa returned to the meeting

- Galleywood Village Market

Agreed grant £150.00

- Galleywood Historical Society

7.08 pm Cllr Bob Harman, Cllr David Stevenson, Cllr John Turkentine and Cllr Bob Villa all declared an interest
Those remaining – Cllrs Chris Dicks and Neville Paul together with a recommendation from Cllr Roy Van Tromp agreed a grant of £300.00.

- 1st Galleywood Scouts

7.14 pm Cllr Neville Paul declared an interest
Agreed grant £200.00

- 1st Galleywood Brownies

Agreed grant £200.00

- Galleywood Horticultural Society
7.16 pm Cllr Stevenson declared an interest
Agreed grant £200.00
- Galleywood Short Mat Bowls Club
A late application received at the meeting was tabled. A proposal of £300.00 was voted - 2, against : 4. A revised proposal of £200.00 was tabled and unanimously agreed.

Recommendation to Council on 3 December 2007 – total grant allocation from Section 137 for the 2008/09 financial year £1650.00. It was further agreed that the Chairman and Vice Chairman of the Finance and Resources Committee would review the GPC Grant Application Form in due course.

4. GRANT REQUEST FROM THE KEENE HALL 282025(TO BE MADE FROM SECTION 133)

Cllrs considered a letter tabled at the meeting dated 29 November 2007, requesting £10,000 at the end of the current financial year to meet the projected deficit, and a further £12,000 to be drawn down as required during the 2008/09 financial year.

- 2007/08 financial year – request for £10,000 Write to KHC seeking a clear breakdown of the requested £10,000 set out in a balance sheet showing income and expenditure, statement of reserves, predicted loss with covering explanation. Cllrs request the information for consideration at the Finance and Resources Committee meeting on 24 January 2008. *Action : Clerk to send letter. If further information is required the matter can be passed on to the Finance and Resources Committee meeting on 21 February 2008.*
- 2008/09 financial year – request for £12,000 Cllr David Stevenson proposed the provision of funding up to £12,000 subject to a satisfactory business plan and performance review providing justification for the allocation during the year, seconded by Cllr Neville Paul. The proposal was further amended to a figure of up to £10,000 by Cllr John Turkentine and seconded by Cllr Chris Dicks. A vote was taken with - 4, against : 2. Motion carried. Item to be taken under Agenda item 14.

5. CHANGEOVER OF ACCOUNTS AND ANY IMPLICATIONS REGARDING SHARED COSTS AND VAT

- Acumen Payroll Service Cllrs agreed that from 1 April 2008 KHC would need to run their own payroll system for KHC staff.
- Utilities Agreed passed over entirely to KHC from 1 April 2008.
- Stationery KHC to fund costs of any replacement ink cartridges for their own computers, but GPC would fund costs for the jointly used printer/photocopier in the Staff Room together with general stationery.
- Training Cllrs agreed that the Clerk would pass over KHC book keeping tasks to a KHC member of staff and assist with necessary training.

- Telephone Cllrs were unable to finalise a decision relating to the telephone system pending a KHC meeting on 19 December 2007. Matter to be brought forward to the Finances and Resources Committee meeting on 24 January 2008.

8.37 pm Cllr Neville Paul left the meeting

6. **ANY FINANCIAL IMPLICATIONS BROUGHT FORWARD FROM THE RESOURCES COMMITTEE MEETING ON 26 NOVEMBER 2007**

- Telephone System : (discussed as above)
- Creation of Interview Room : the figure of £4,000 (including additional furniture for GPC office) forwarded from the Resources Committee meeting on 26 November 2007 was agreed. The Clerk is obtaining three further quotations for the building work. Cllrs agreed to vire underspend monies from : Council Election, Village Market and Contingency. Formal permission to go ahead with the refurbishment of the Interview Room is awaited from KHC.
- IT Contractor : A quotation from Mr R K Axford itsABC for £1,206.02 new computer, printer and equipment for GPC office and 12 month support for GPC computers at £450.00 was agreed, with the addition of Microsoft Office 2003 to be added to the GPC laptop. As the budget has already been allocated the Clerk can go ahead and progress the order.
- Purchase of Office Furniture : Covered under item above. Agreed that the Clerk place an order for new GPC office equipment (filing cabinets and bookcase).

7. **COMPUTERISED ACCOUNTS PACKAGE**

After due consideration of various computerised accounts packages, Cllrs agreed to use Cllr John Turkentine's revised spreadsheet system. However the computerised accounts may need to be revisited at a later date.

8. **GRASS CUTTING QUOTATIONS**

9.00 pm Cllr Bob Harman left the meeting

9.01 pm Cllr Bob Harman returned to the meeting

Cllrs considered two quotations for grass cutting at Pipers Tye, Twitten Green and gardening maintenance at Galleywood Village Shops. ***Recommendation to Council : Mr J Watson's quotation of £2174.00 be accepted. Noting the anticipated grant of £650.00 from CHP for gardening work to village shops.***

9. **REPAIR TO BUS SHELTER (STOCK ROAD ALONG FROM GALLEYWOOD STORES)**

Cllrs accepted Mr J Watson's quotation of £85.00 to replace the broken timber to the side of the bus shelter and stain with colour. *Action : Clerk.*

10. **NEW NOTICEBOARD AT PIPERS TYE**

Cllrs agreed to budget £2,000 for a new noticeboard with canopy.

11. STREET LIGHTING

Following a site meeting, ECC Officer Mr Robin Murray reports that the street lighting section are checking that the existing column on Galleywood Common, can go back on the system and feasibility of adding an additional column funded by ECC during 2008/09. Cllrs agreed not to budget for street lighting and approach ECC should any further columns or brackets be proposed.

12. SPEND TO DATE 2007/08

Cllrs accepted the spreadsheet prepared by the Clerk and agreed that even though the NALC pay increases have been received and salaries amended, the Contingency Pay Increase line to remain on the spreadsheet as it was difficult to split the sum between the various headings.

13. PRECEPT 2008/09**13.1 Agree budget items for recommendation to Council on 3 December 2007 including staff salaries and bonuses**

Cllrs reviewed each budget line and made the following comments :

- NALC pay increases were 2.474%
- Staff Bonuses to remain the same as 0708 (with removal of Administrative Assistant/Receptionist)
- Clerk to check powers regarding employment of Litter Collectors
- Discuss Contracts for Litter Collectors and Bus Shelter Cleaner and moving over to Acumen payroll at Management Meeting
- Legal Fees – Clerk to request quarterly statements from the solicitor currently working on the Lawn Cemetery – may need to carry forward £2000 budget allocation
- Litter Bins – carry over the £1,000 underspend as earmarked reserves
- Annual Parish Event – carry over the £1,500 underspend and add £500.00 as earmarked reserves
- Elections – carry over £500 as earmarked reserves
- Bus Shelters – replace one shelter in the current 0708 financial year, and put a reserve in each year for subsequent replacement. Increase the replacement/maintenance figure to £3,000, with £3,000 from earmarked reserves

9.55 pm

Cllr John Turkentine and Cllr Bob Villa left the meeting

- The Chairman totalled up the estimates for 0809 arriving at a precept request of £107,742.55.

14. EARMARKED RESERVES 2008/09**14.1 Galleywood Heritage Centre Project**

Copies of the Business Plan had been circulated to Cllrs. Checking GPC Capital Reserve Account, the projected balance for the end of year 0708 will be £156,000. It was agreed in principle to recommend to Council : the “ring fencing” of £133,000 against the Galleywood Heritage Centre Project

leaving a balance of approximately £20,000 for other projects. Agreement is subject to approval from the community to go ahead with the project. Cllrs noted that building supplies would be purchased through GPC to claim back the VAT.

14.2 Consider the recommendation from The Galleywood Heritage Centre Committee for a grant application for assistance with the Heritage Centre revenue costs, 2008/2009 Cllrs agreed to build-in £5,000 for the basic running costs of the Centre whilst unoccupied.

14.3 Agree 2008/09 earmarked reserves and capital expenditure for Recommendation to Council on 3 December 2007

Cllrs agreed :

£133,000 The Galleywood Heritage Centre Project

£10,000 The Keene Hall 282025

£13,000 Contingencies

15. DRAFT FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE

Cllrs agreed the amendments made by the Resources Committee, no further comments were made. *Recommendations to be taken to the full Council meeting on 3 December 2007 for ratification.*

16. DATE OF NEXT MEETING

The newly combined Finance and Resources Committee Meeting (Chairman Cllr Chris Dicks, Vice Chairman Cllr Bob Harman) will meet on Thursday 24 January 2008, 7.00 pm in the Lodge Room or Ron White Room.

There being no further business to be transacted, the Chairman closed the meeting at 10.30 pm.

(Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council

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(signed, Chairman)

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(dated)

GALLEYWOOD PARISH COUNCIL
PROPOSED PRECEPT FIGURES 200809

SUB TOTAL SALARIES	50608.55
Accommodation hire costs	6500.00
Acumen payroll (GPC only)	300.00
Annual Licence	10.00
Annual Subscriptions	1000.00
Auditor	1600.00
Bank Charges	250.00
Chairman's Expenses	500.00
Contingencies	5000.00
Insurance	2500.00
Legal Fees	1000.00
Newsletter	2200.00
Office Cash/Postage	400.00
Printing/Stationery	1500.00
Room hire costs	2000.00
Telephone/Broadband	1500.00
Training	1000.00
Travelling Expenses	300.00
SUB TOTAL ADMINISTRATION	27560.00
Amenity Land/Gardening	2174.00
Bus Shelters	3000.00
Computers	500.00
John Dean, Handyman	500.00
SUB TOTAL MAINTENANCE	6174.00
Annual Parish Event	500.00
Council Elections	500.00
New Bus Shelters	3000.00
New Noticeboard at Pipers Tye	2000.00
Winter Tree Planting	750.00
SUB TOTAL PROJECTS	6750.00
Section 133 grant to Keene Hall 282025	10000.00
Section 133 grant to Galleywood Heritage	5000.00
Section 137 grants to clubs, associations and societies	1650.00
TOTAL GRANTS	16650.00
TOTAL PRECEPT FROM CURRENT ACCOUNT	107742.55

**EARMARKED RESERVES IN CAPITAL RESERVE
ACCOUNT****TO CARRY FORWARD AS UNDERSPEND
FROM 0708**

Re printing of Galleywood Footpaths Map	1500.00
Annual Parish Event	1500.00
Legal Fees	2000.00
Litter Bins	1000.00
SUB TOTAL	6000.00

**EARMARKED RESERVES IN CAPITAL
RESERVE**

Galleywood Heritage Centre Project	133000.00
The Keene Hall 282025	10000.00
Contingencies	13000.00
TOTAL	156000.00