

GALLEYWOOD PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE

**The Finance Committee met at the Keene Hall, Galleywood on
Thursday 25 October 2007 at 7.00 pm**

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

Public None

1. APOLOGIES FOR ABSENCE

Cllr Howard Ebden, Cllr Bob Harman, Cllr Neville Paul, Cllr Mrs Janette Potter and Cllr Roy Van Tromp. The Committee Chairman made the following statements :

- As an elected Parish Council can the Clerk confirm that if a quorum is present at any previously arranged meeting that the meeting should go ahead despite several absences from other Councillors. *The Clerk confirmed that if a quorum was expected the meeting could go ahead.*
- If a quorum is expected, is it inappropriate for an elected Councillor to promote/suggest that a meeting be cancelled due to their absence ? *The Clerk confirmed that if only a quorum was expected, the Committee Chairman might like to consider whether that number was a sufficient representation of the Council to discuss business.*
- The Committee Chairman further added that a number of emails had been circulated during the morning of the meeting which he felt had attempted to be obstructive in the legal process of Galleywood Parish Council, to such a degree that the Chairman of the Council had contacted the Chairman of the Finance Committee in an attempt to cancel the meeting from a suggestion from another Councillor. The Committee Chairman stated that his interpretation of those emails and phone calls could be seen as undermining the Finance Chairman's position, when a quorum was expected as far back as the previous Finance Committee meeting in September. If any Councillor promotes/suggests a meeting to be cancelled when a quorum is expected, that could lead to any meeting being cancelled at the whim of any Councillor. The Committee Chairman asked that the matter be discussed at the full Council meeting on Monday 5 November 2007.

2. MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2007 and ANY MATTERS ARISING

The Minutes were approved and the Chairman signed the Minute Book. The following Matters Arising were raised :

- **Office Furniture and Equipment/GPC IT Network/Bus Shelter Programme of Replacement** In hand/being covered by other Committees.

- **Grass Cutting Quotation** A schedule has been agreed and will be circulated to contractors and displayed on noticeboards and website inviting tenders.
- **Over-night Banking/Computer Accounts Package** Outstanding for the Clerk to investigate over-night banking. Computer Accounts package to be placed on Council Agenda 5 November 2007.
- **New Style Spreadsheet** Cllr Turkentine to meet with the Clerk who would explain the current accounting procedure.

3. **SPEND TO DATE FIGURES**

It was noted that the current spend to date is £45,284.54. During the 2007/08 year the Training and Annual Subscriptions budget heading had been divided without a division of funding. It was agreed that Annual Subscriptions be £1,000 and Training be £500. *Action : Clerk.*

4. **FINALISATION OF COSTINGS IN RELATION TO SEPARATION FROM THE KEENE HALL 282025**

5. **DISCUSSION AND PREPARATION OF BUDGET ITEMS FOR 2008/09**

It was agreed that Agenda items 4 and 5 be combined. Cllrs would concentrate on Administration, Maintenance, Projects and Grants, with Salaries to be deferred to the next meeting. As a consequence, first estimates 2008/09 were raised with comments (attached to the end of the Minutes). It was noted that accounts for utilities would be transferred over to The Keene Hall 202025 from 1 April 2008. *Action : First draft estimates to be taken to the Council meeting on 5 November > finalise at Finance Committee meeting on 29 November > agree recommendations at the Council meeting on 3 December and submit precept request.*

6. **CONFIDENTIAL – STAFF ADMINISTRATION BUDGET ITEMS 2008/09**

Discuss at next Finance Committee meeting.

7. **DATE OF NEXT MEETING**

Thursday 29 November 2007 at 7.00 pm

There being no further business, the Chairman closed the meeting at 8.55 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 FIRST ESTIMATES 2008/09

BUDGET HEADING	FIRST	COMMENT
	ESTIMATE	
Acumen wages Service	515.00	KH will have separate account from 1 April 2008. Include Litter Collectors/bus shelter cleaner
Annual Licence	10.00	Cost for Village Sign at Galleywood Village Shops
Audit	1500.00	
Bank Charges	300.00	
Computer Maintenance	0.00	Move under Maintenance Section
Contingencies	5000.00	
Insurance	2500.00	
Legal Fees	2000.00	
Chairman's Expenses	500.00	To cover purchase of flowers, wreaths, cards etc
Newsletter	2200.00	
Office Cash/Postage	400.00	Reduce because of 50/50 split with KH from 1 April 2008
Printing/Stationery	1000.00	" " " "
Telephone Broadband	1000.00	Reduce because from 1 April 2008 KH will be running their own system
Training	1000.00	Encourage further training for Cllrs and Staff
Annual Subs	1000.00	
Travelling Expenses	500.00	
Reprinting Galleywood Footpaths Map	0.00	Place £1,500 underspend against Earmarked Reserves for future project
SUB TOTAL ADMINISTRATION	19425.00	
Bus Shelter Maintenance	1000.00	
J Dean, Handyman	500.00	
Amenity Land/Gardening		Move from Salaries section, pend quotations received
Litter Bins	500.00	
Computer Maintenance	500.00	
SUB TOTAL MAINTENANCE	2500.00	
Council Elections	0.00	Remember to insert budget for next election year
Annual Parish Even	500.00	Place £1,500 underspend against Earmarked Reserves for Christmas Luncheon in 2008
New Bus Shelters	6,500	To keep up with replacement programme, next shelter - Stock Road outside Youth Centre
Village Market	0.00	
New Computers	0.00	Current year should complete project and expenditure
Tree Winter Planting	750.00	Need to consider on-going maintenance
New Noticeboard at Pipers Tye	2000.00	Pend discussion at Council meeting on 5 November 2007
SUB TOTAL PROJECTS	9750.00	
Grants/Section 133 and Section 137	10000.00	Section 137 to cover normal grant requests Section 133 to cover support to KHC
Galleywood Heritage Centre	5000.00	Grant under Section 133
SUB TOTAL GRANTS	15000.00	

GRAND TOTAL EX SALARIES **46675.00**