

GALLEYWOOD PARISH COUNCIL

REPORT OF THE FINANCE COMMITTEE

**The Finance Committee met at the Keene Hall, Galleywood on
Thursday 27 September 2007 at 7.00 pm**

Present Cllr Chris Dicks (Chairman) with Cllr Bob Harman,
Cllr David Stevenson, Cllr John Turkentine
and Cllr Roy Van Tromp

Public None

1. APOLOGIES FOR ABSENCE

Cllr Howard Ebden (personal), Cllr Mrs Janette Potter (may arrive late),
and Cllr Bob Villa (personal).

**2. MINUTES OF THE MEETING HELD ON 28 JUNE 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** The Clerk tabled a first draft
schedule detailing office assets. Cllrs discussed depreciation of
office furniture at a 10 year linear rate and IT at a 4 year linear rate.
*Action : Clerk to record cost and date for most recently purchased
items. Take to next Finance Committee for further discussion.*

7.05 pm Cllr David Stevenson arrived

- **GPC IT Network** Following agreement at the Resources
Committee meeting on 24 September 2007, Cllr John Turkentine
reported that he was endeavouring to obtain another quotation.
Although a commitment had been given to spend the budget figure,
Cllrs agreed that quotations be taken to the nearest Committee or
full Council meeting for final sanction. *Action : Cllr John
Turkentine.*
- **Bus Shelter Programme of Replacement** Under the Town and
Country Planning General Permitted Development Order 1995
(Part 12A), a bus shelter can be replaced to the same footprint as
existing. Cllrs agreed that the proposed bus shelter to be
replaced at Bakers Lane should be wooden with a front panel.
*Action : Clerk to check future plans for development of industrial
site to ensure that any new road layout would not interfere with the
location of the bus shelter and obtain a selection of different styles
and quotations. Take to nearest full Council meeting.*
- **Grass Cutting Quotation** Checking GPC's Financial
Regulations, Section 11 Contracts (h) for contracts less than
£50,000 the Clerk to obtain three quotations, where the value is
below £1,000 and above £100 the Clerk to strive to obtain three
quotations and value for money. *Action : Clerk to set up a
mechanism for obtaining three quotations for grass cutting in
readiness for 2008/09 budget setting and ensure that the process
takes place for all projects.*

3. **SPEND TO DATE FIGURES**

Cllr John Turkentine is currently revising spreadsheets to provide greater detail and show both income, expenditure and movement between bank accounts.

4. **BUDGET OVER AND UNDERSPEND**

Water Rates – *Action : Clerk to supply Cllr John Turkentine with cubic meterage used.* Cllrs stated that GPC should be spending the money precepted and expressed concern that a number of Projects had been cancelled showing a zero spend. For example – Annual Event and Village Market. Whilst it was noted that the Bus Shelter purchase, IT Equipment and Winter Tree Planting were all in hand. It was further noted that the Reprinting of the Galleywood Footpaths Map would not take place during this financial year due to lack of resources.

Proposal : For the 2008/09 financial year underspent budget headings to be placed under ear-marked reserves so that the money is not “lost”. At the next Finance meeting Cllrs to draw together underspend and discuss virement, for example, the zero spend budget headings indicated above could be drawn together to increase the bus shelter budget line allowing the replacement of two bus shelters. Clerk to check procedure.

5. **PROVISIONAL PRECEPT BUDGET FIGURES**

The Chairman indicated that the meeting would return to this Agenda item.

6. **NEW SPREADSHEET SYSTEM**

Cllr John Turkentine showed the new style spreadsheet which uses cost codes against headings. A pie chart showed that 83% of monies were held in the Capital Reserve Account. *Action : Clerk to investigate “over night banking” which could draw in a greater return on investment.* All Cllrs agreed to using the new style spreadsheet with the Clerk also continuing to record transactions in the Cathedral Analysis book. Computer accounts packages such as Sage and Quick Books to be investigated. *Action : Clerk.*

5. **PROVISIONAL PRECEPT BUDGET FIGURES**

All Cllrs are encouraged to look at last year’s budget and spend to date figures, ready for discussion at the next Finance meeting. *Action : Clerk to circulate papers.*

7. **FREQUENCY OF MEETINGS/FINANCE/RESOURCES COMMITTEE**

The following meeting dates were agreed :

Additional Finance Committee date : Thursday 25 October 2007

Cancel : Thursday 1 November 2007 substitute with Thursday 22 November 2007

It was agreed that monthly meetings take place on a Thursday evening during 2008, the Resources Committee would continue but Cllrs to revisit the possibility of combining both Committees during next year. *Action : Proposed meeting date schedule to be circulated.*

8. **RESOURCES ISSUES**

- **Impact on budget of proposals to fund staff/funding office space/accommodation** A letter is expected from The Keene Hall 282025 on 1 October 2007 indicating a cost of £2,000 for GPC to hire meeting rooms. Additional adhoc meetings throughout the year (subject to room availability) would be free of charge. The

rental for the first floor office to be used by the Clerk and Assistant Clerk would be based on £25.00 per square foot. The refurbishment of the ground floor Cloakroom to an interview room would be at GPC's expense, rental for this area and storage beneath the stage would be based on £10.00 per square foot. Total cost £6,300. Grand total £8,300 payable in advance and applicable from 1 April 2008. It is expected that The Keene Hall 282025 will apply to GPC for a grant.

9. DATE OF NEXT MEETING

Thursday 25 October 2007 at 7.00 pm (room to be advised). Items for next Agenda to include – projects for 2008/09 and analysis of each budget line.

There being no further business, the Chairman closed the meeting at 8.52 pm.

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

<p>.....</p> <p>Signed, Chairman</p> <p>.....</p> <p>Dated</p>
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