

MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in **All Saints Church Wells Road on Wednesday 22nd July, 2015** commencing **at 8.00pm**.

Attendance: Councillors M Victory (Vice Chairman & Chairman for the meeting)
Mrs H Burrage, K Wagstaff, B Knibb, and Mrs J Smethurst

In Attendance: Mr D M Taverner (Clerk and Responsible Finance Officer)

1 Apologies for absence Cllrs N Johnson and S Freeman

2 Declarations of Interest

a) Register of Interests: No changes were necessary to the schedule of Members interests which had been previously lodged with the District Council.

b) To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature: There were none.

c) To Consider Written Requests from Councillors for the Council to Grant a Dispensation (S33 of the Localism Act 2011) No such requests had been received.

3 Approval of minutes of the meeting of the Committee held on 16th April, 2015

The minutes of the meeting of the Committee held on 16nd April, 2015, having been previously circulated, were unanimously approved and signed by the Chairman as an accurate record of that meeting.

4 Matters Arising from the Minutes

Ref minute 8. Council I.T equipment – the Clerk advised that he was still researching the most suitable form of equipment for purchase and he would report back on the subject to a future meeting

5 a) The Bank Reconciliation statement to 30th June, 2015: The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 30th June, 2015 comprised:

National Westminster PLC

	£
Current Account	100.00
Business Reserve Account	39,477.79
1 month fixed deposit at 0.04%	50,000.00
(less) unrepresented cheques	(6,824.41)

HSBC PLC

Current Account	25,122.23
3 month fixed deposit Maturity 27 th May	25,081.73
3 month fixed deposit Maturity 30 th July	30,255.99

Total cash at 30th June, 2015 **£163,213.33**

The level of funds within each of the Council's banks was continuing to be monitored to ensure that total cash held, with each bank, was maintained below a level of £85K so as to spread counterparty risk during each month. Surplus funds were invested at the most favourable rates offered by the Council's bankers.

Members were given sight of the Council's bank statements as at 30th June, 2015 for verification purposes and the account balances were agreed to the bank reconciliation statement which had been prepared.

b) 2015/16 June quarter Budget monitoring report .The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 30th June, 2015. All of the Council's budgets were broadly on track with the originally profiled estimates and there were no significant variances worthy of comment.

7 Consideration of new budget allocations for:-

- a) Wi Fi connection for the Village Hall.** The Clerk advised that there was a very good strength signal at the Village Hall from a BT Wi-Fi hotspot. The cost would be £15 monthly, and if the connection was found to work satisfactorily after trial then the cost could be met from within the existing IT budget. The Village Hall Management Committee would also be approached to see whether there may be scope for sharing the connection and costs.
- b) Gas lamps replacement project.** Initial costs could be met from existing budgets and a further report on the overall costs of the project would be referred to the Committee, once the expenditure necessary to undertake the project had been considered by the Gas lamps working group.
- c) Tree for Jubilee Fountain Christmas decoration project.** It was agreed to fund the costs of the electricity connection point, cut tree and new lights from the Council's existing approved budget. Any additional costs up to a level of £500 above the approved budget for the scheme could be approved by the Clerk in consultation with the Chairman of the Finance & General Purposes Committee.

7. Review of Financial Regulations and Standing orders.

The Clerk advised that he was preparing changes and updates to the Council's Financial Regulations and Standing Orders.

It was agreed to circulate the amended papers to all Members of the Council for their consideration - with a view to the revised documents being adopted by Council at its meeting on 29th July, 2015.

8 External auditor report 2014/15 accounts

The Clerk reported that Grant Thornton LLP had completed their audit of the 2014/15 final accounts and annual audit return. A satisfactory audit opinion had been received.

The auditors had requested that a small adjustment should be made in Box 3 (other payments) of the Annual Return where the figure had been amended from £19,126 to £20,375 to agree with the correct treatment of the Council Tax support grant received. A corresponding change had also been made to Box 2 (precept received).

There being no other business the Chairman closed the meeting at 8.45 pm

**Chairman-----
Dated 22nd October, 2015**

N Johnson