

## MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in Malvern wells Village Hall **on Thursday 14th April, 2016** commencing **at 7.30pm**.

**Attendance:** Councillors N Johnson (Chairman), Mrs H Burrage, Mrs J Smethurst, S Freeman, M Victory and B Knibb

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

**1 Apologies for absence:** Cllr K Wagstaff

**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 14<sup>th</sup> January 2016**

The minutes of the meeting of the Committee held on 14<sup>th</sup> January, 2016, 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**

There were none.

**5 Bank reconciliation statement and financial outturn statement for 2015/16 2016**

**a) The Bank Reconciliation statement to 31<sup>st</sup> March, 2016:** The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 31<sup>st</sup> March, 2016 comprised: -

National Westminster PLC

	£
Current Account	100.00
Business Reserve Account	5,721.55
1 month fixed deposit –Maturity 4 <sup>th</sup> April	50,000.00
1 month fixed deposit –Maturity 11 <sup>th</sup> April	50,000.00
(less) unrepresented cheques	(40,706.02)

HSBC PLC

Current Account	25,122.23
3 month fixed deposit- Maturity 3 <sup>rd</sup> May	25,126.01
3 month fixed deposit- Maturity 31 <sup>st</sup> May	30,369.89

**Total Cash at 31<sup>st</sup> March, 2016** **£145,733.66**

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 spread adequately so as to mitigate any deposit risk. Since 1st July, 2015 the Bank of England's Deposit Guarantee scheme had been extended to cover Parish Council deposits of up to £75k with individual banks.

Once the Council's electronic banking facility with Lloyds Bank PLC was operational then funds deposited within each of the Council's Bank accounts would each be maintained below a level of £75K. Surplus funds were continuing to be invested at the most favourable rates offered by the Council's bankers.

For verification purposes and the account balances were agreed to the bank reconciliation statement which had been prepared.

**b) 2015/16 Draft Final accounts.** The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 31<sup>st</sup> March, 2016.

Members noted that actual expenditure for the year had out turned at some £114.2K representing an underspend of £4.4K against the original 2015/16 expenditure budget.

The main reasons for the underspend were: net slippage on play facility projects (£1.9K), General administration savings (£3.1K), savings on Neighbourhood plan expenditure (£5k) and net savings on planned spending at the parish cemetery (£2.4K), VAT payments (pending reimbursement) £10.4K, and other net expenditure variations (£2.4K).

At £123.1k income for the year was £6.8k more than originally anticipated due to slippage on the receipt of section 106 income for the proposed play area projects (£4.7K), higher than anticipated cemetery income (£2.4K), Neighbourhood Development grant £5k, VAT reclaimed from 2014/15 expenditure (£6.7), and other income variations £1k

The level of the Council's General Reserve at 30<sup>th</sup> March, 2016 had risen to £37.6K.

Following the Council's decision to increase the amount of its Community Development reserve to £40k during 2015/16, total Earmarked Reserves at 31<sup>st</sup> March, 2016 totalled some £108.2K.

Members then reviewed the draft 2015/16 Annual return and Governance statement which had been submitted to the Council's internal auditor.

It was unanimously agreed that, subject to a satisfactory report from the Internal Auditor, that these statements should be recommended for approval by the Council at the Annual General Meeting which was scheduled for 25<sup>th</sup> May.

## **6. Settlement of outstanding 2015/16 contributions to Citizens Advice Bureau and Malvern Hills AONB**

It was unanimously agreed that Council be recommended to approve a contribution of £1,000 to the running costs of the Citizens Advice Bureau in 2015/16

It was also agreed to increase the contribution to the running costs of the Malvern Hills AONB to a total sum of £1,600, in part recognition of the extensive management of project work being undertaken by David Armitage on behalf of the Parish Council.

## **7. Council Website**

Following the problems which had occurred after a "hack" attack on the Council's Website security, it was unanimously agreed to appoint the original website developer Tim Henley to undertake work to update the website to the latest software version and to redesign its content, working in liaison with the Council's Communications Working group

Having reviewed the quotations which had been submitted it was agreed to recommend to Council that a budget of up to £2,000 should be approved for the work which had been outlined.

### **8 Review of Council insurances**

The Clerk advised that he had undertaken a detailed review of the Council's Insurance needs and that the Parish Council had received a quotation of £1,789.24 from the current providers- Aon Insurance.

The Insurance Premium was due to be renewed on 1<sup>st</sup> June and it was agreed that the Clerk should contact other providers, before that date, to see if more favourable quotations might be available.

### **9 Electronic Banking**

The Electronic Banking account with Lloyds PLC was now open. Members signed the necessary security documentation to allow them to access the Internet Banking facility. Further instructions on the operation of the account were now awaited.

There being no other business the Chairman closed the meeting at 8.25 pm

**Chairman-----**

**N Johnson. Dated 14<sup>th</sup> July, 2016**