

## 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 19th January, 2017** commencing **at 7.30pm**.

**Attendance:** Councillors N Johnson (Chairman), Mrs J Smethurst, K Wagstaff, N Chatten, M Victory and B Knibb

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

**1 Apologies for absence:** Cllrs Mrs H Burrage 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) Written requests from Councillors for a Dispensation (S33 of the Localism Act 2011)** No such requests had been received.

**3 Approval of the minutes of the meeting of the Committee held on 13th October 2016**

The minutes of the meeting of the Committee held on 13th October, 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 budget monitoring at 31<sup>st</sup> December, 2016**

**a) The Bank Reconciliation statement to 31<sup>st</sup> December, 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> December, 2016 comprised: -

<i>National Westminster Bank</i>	£
Current Account	100.00
Business Reserve Account	81,700.89
<i>(less) unrepresented items</i>	<i>(870.00)</i>
<i>HSBC PLC</i>	
Current Account	25,122.23
3-month fixed deposit a/c 20721891	25,186.57
3-month fixed deposit a/c 90717738	30,415.83
<i>Lloyds PLC</i>	
Current Account	19,500.40
<b>Total Cash held at 31<sup>st</sup> December, 2016</b>	<b>£181,155.92</b>

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. The Clerk advised that with effect from 1st February, 2017 the Bank of England's Deposit Guarantee scheme was being extended to cover Parish Council deposits of up to £85k with individual banks covered by the scheme. Surplus funds were continuing to be invested at the most favourable rates offered by the Council's bankers. The Chairman reviewed the individual bank statements presented for verification purposes.

**b) 2016/17 December quarter budget monitoring report** The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 31st December, 2015. It was forecast that all the Council's budgets were due to outturn broadly on track with the originally profiled budgets; and there were no significant variances worthy of particular comment.

**c) 2017/18 Parish Precept.**

The Clerk presented updated details of the Council's draft budget projections and estimated level of reserves for the financial year 2017/18. It was noted that following expected expenditure in 2017/18 on projects such as the replacement gas lamps scheme, Fruitlands Play Area and the Neighbourhood Development Plan on the level of the Council's general reserve was estimated to fall to some £37.1k, with earmarked reserves estimated to have reduced to £87.5K by 31<sup>st</sup> March, 2018

In view of the healthy state of the Council's cash balances, and the fact that all budget headings appeared to be sufficient for their purpose, it was **unanimously agreed to recommend to Council** that the level of increase in the Parish precept for 2017/18 should be set **as £78,500** an increase of just £0.98, for a "band d" property, for the year when compared to the 2016/17 parish levy.

**6. Cemetery Fees and Charges 2017/18**

Following discussion, it was **unanimously agreed to recommend to Council** that the existing Cemetery fees and Charges should be **increased by 2.5%** rounded up to the nearest £5. The increases to be effective from 1<sup>st</sup> April, 2017.

**7. Annual review of outdoor contractor's performance and revision of their contractual hourly rates**

The clerk advised that he had undertaken a review of the work of Steve Maund (16 hours per week) and Martin Thomas (8 hours per week) on an ongoing basis during the year. Both contractors had again performed their roles exceptionally well. Cllr Chatten proposed that Council should be recommended to increase contractors' hourly rates by an amount of **by 2.5% with effect from 1st April 2017** and this was seconded by Cllr Knibb. This proposal was carried by a majority vote with Cllr Wagstaff registering his vote against.

**8. Review of Council Insurances for 2017/18**

The Clerk advised that he had reviewed the adequacy of the Council's Insurance cover and there were no issues arising. The Chairman was given copies of the various policies and insurance schedules so that he could undertake a secondary review of the insurance arrangements in place.

There being no other business the Chairman closed the meeting at 8.40pm

**Chairman-----**

**N Johnson**

**Dated 13<sup>th</sup> April, 2017**

**Summary of Recommendations to Council on 31<sup>st</sup> January, 2017: -**

**R1 That the Parish Precept for 2017/18 should be set at £78,500**

**R2 That the Cemetery Fees and Charges should be increased by 2.5% with effect from 1<sup>st</sup> April, 2017**

**R3 That the Outdoor Contractors' hourly rates should be increased by 2.5% with effect from 1<sup>st</sup> April, 2017**