

## MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in The Committee Room, Malvern Wells Village Hall, Wells Road **on Thursday 25<sup>th</sup> July, 2013** commencing at 7.30pm.

**Attendance:** Councillor N Johnson (Chairman)  
B Knibb, A Hull, k Hurst & Mrs A Bradshaw

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

**1 Apologies for absence Councillors** K Wagstaff, M Victory and Mrs H Burrage

### **2 Declarations of Interest**

**a) Register of Interests:** No changes were necessary to Members interests which had been 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 16<sup>th</sup> April, 2013**

The minutes of the meeting of the Committee held on 16th April, 2013, 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**

#### ***Item 6 - 16<sup>th</sup> April- Fencing of the Jubilee Fountain Garden***

The Clerk reported that this project had now been completed. Members voiced their approval of the very high quality of work that had been undertaken by the contractor responsible for the scheme.

#### ***Item 7 - 16<sup>th</sup> April Drainage alleviation works - Assarts Road playing field***

The Clerk reported that Drain Jet Surveys Ltd had now completed the CCTV investigation survey of the drainage system serving Assarts Road Playing Field.

The survey had highlighted problems with damaged drainage pipes leading from the Scout Hut and the pipe work running from the field under Assarts Road itself.

Drain Jet were in the process of preparing a full report of their findings which will be referred to the Council's appointed consultants , BMB Ltd, to enable them to design a suitable remedial scheme.

- 6 a) The Bank Reconciliation statement to 30<sup>th</sup>, June 2013:** The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 30<sup>th</sup> June, 2013 comprised:

National Westminster PLC

	£
Current Account	100.00
Business Reserve Account	60,187.42
1 year fixed deposit at 3% (Maturity – 26 <sup>th</sup> July, 2013)	50,000.00
<i>(less) unpresented cheques</i>	<i>(1,994.23)</i>

HSBC PLC

Current Account	97.57
6 month fixed deposit at 0.45% Maturity – 30th April, 2014)	30,000.00

**Total Cash held at 30<sup>th</sup> June, 2013**      **£138,390.76**

The level of funds within each of the Council's banks was being monitored to ensure that total cash held, with each bank, was maintained below a level of £85K so as to spread risk and to maximise the protection afforded by Bank of England's deposit guarantee scheme.

The Clerk would be contacting the Council's Business manager at the National Westminster Bank to discuss the re-investment of the Council's fixed term bond which reached maturity on 26<sup>th</sup> July

- b) The Quarterly financial Report:** The Clerk presented the previously circulated quarterly report showing actual income and expenditure for the period ending 30<sup>th</sup> June, 2013.

Members noted that the financial projections for the remainder of the financial year showed that an anticipated surplus of approximately £23.3K against the 2013/14 originally approved budget was likely to arise by year end. This was mainly due to the additional budget approved for community grants of £2k; offset by anticipated section 106 income (£26K) and other miscellaneous variations of £0.7K

In accordance with previously agreed Council policy it was agreed that the following additions would be made in 2013/14 to the Council's Earmarked reserves to provide for future years commitments in respect of:-

	£k
Future Cemetery Land purchase	4.0
Cemetery equipment purchases	1.0
Assarts Road - new play equipment & Mtce	2.5
All Saints Ward new play equipment & Mtce	2.5
Future Election costs	0.5
St Peters Closed Churchyard	0.5
Staff Pension Gratuity	0.19

## **7. Review of Financial Regulations and Standing orders.**

The Clerk presented the previously distributed papers which highlighted suggested changes and updates to the Council's Financial Regulations and Standing Orders. *The relevant papers are attached as appendices 1 and 2 to these minutes.*

Following discussion, Members **unanimously resolved** to **recommend that Council** should adopt all of the revisions and updates to both documents (*as shown by the highlighting in bold italics on appendices 1 and 2 to these minutes*)

## **8. Community Grant applications**

Members unanimously resolved to **recommend to Council** that a grant of up to £250 should be made to the local scout group to assist them with the internal decoration of the Assarts Lane Scout Hut. The Clerk advised that a grant application form had been given to the local Scout Group Treasurer for completion.

## **9. Purchase of new litter bin and notice boards**

Members unanimously resolved to **recommend that Council** should

(a)  
Approve the purchase of a new twenty five litre refuse bin from at an estimated cost of £100 for siting at the top of Richmond's Pitch

(b)  
Approve the purchase of an outdoor medium size notice board at an estimated cost of £600 for siting at the SPAR shop, 157 Wells Road.

There being no other business the Chairman closed the meeting at 8.35 pm

**Chairman-----**  
**Dated 24<sup>th</sup> October, 2013**

**N Johnson**