

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, and Wells Road on **Thursday 16th April, 2015** commencing at 7.00pm.

Attendance: Councillors N Johnson (Chairman) Mrs H Burrage, K Wagstaff, M Victory, A Hull, B Knibb, S Freeman

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

1 Apologies for absence K Hurst

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 22nd January, 2015

The minutes of the meeting of the Committee held on 22nd January, 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

There were none

5 a) The Bank Reconciliation statement to 31st March, 2015: The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 31st March, 2015 comprised:

National Westminster PLC

	£
Current Account	100.00
Business Reserve Account	14,508.32
1 month fixed deposit at 0.04%	50,000.00
(less) unrepresented cheques	(8,191.73)

HSBC PLC

Current Account	25,122.23
3 month fixed deposit Maturity 27 th May	25,060.34
3 month fixed deposit Maturity 30 th July	30,255.99

Total cash at 31st March 2015	£136, 855.35
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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. It was noted that the Business Reserve account was being maintained at a level to support known outgoings 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 31st December,

2015 for verification purposes and the account balances were agreed to the bank reconciliation statement which had been prepared.

b) 2014/15 Draft Final accounts .The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 31st March, 2015.

Members noted that actual expenditure for the year had out turned at some £86.6K representing an underspend of£45.4K against the original 2015/16 expenditure budget.

The main reasons for the underspend were:- slippage on play facility projects (£30k), General administration savings (£3.1K) , savings on Neighbourhood plan expenditure (£5k) and net savings on planned spending at the parish cemetery (£7.3K).

At £94.9k income for the year was £18.9k less than originally anticipated due to slippage on the receipt of section 106 income for the proposed play area projects (£23.2k), offset by higher than anticipated cemetery and other miscellaneous income in the sum of £4.3K.

The level of the Council's General Reserve at 30th March, 2015 had risen to £28.4K

The earmarked reserves for potential legal costs in respect of the maintenance responsibility for St Peters Churchyard, and the costs of a contested election had been returned to general reserves. Earmarked Reserves at 31st March, 2015 were now totalled some £108.5K.

The Accounts would now be sent to the Council's internal auditor for inspection. The Council's statutory annual return would be submitted to the full Council for approval at its meeting on 27th May.

7. Annual review of outdoor contracts

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 Knibb proposed that the contractors' hourly rates should be increased by 1.5% with effect from 1st April 2015 and this was seconded by Cllr Johnson. This proposal was unanimously supported.

8. Council I.T equipment

In view of the fact that the Council's existing laptop computer was showing signs of age, it was agreed that a replacement should be purchased. Cllr Knibb proposed that the Clerk be given delegated authority to purchase a new laptop computer up to a value of £500. This was seconded by Cllr Johnson and the proposal was unanimously supported by all members.

It was agreed that the potential for a Wi-Fi connection in the village hall should be investigated and Cllr Burrage agreed to approach the Village Hall management committee to consider whether it would be practicable to work with the Council to ascertain the potential costs of such an exercise.

There being no other business the Chairman closed the meeting at 7.55 pm

Chairman-----

N Johnson. Dated 16th July, 2015