

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 18th January, 2018** commencing **at 7.30pm.**

Attendance: Councillors N Chatten (Chairman), Mrs J Smethurst, B Knibb

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

1 Apologies for absence: Cllrs N Johnson, H Burrage, S Freeman, M Victory, K Wagstaff

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 19th October 2017

The minutes of the meeting of the Committee held on 19th October, 2017, 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 31st December, 2017

a) The Bank Reconciliation statement to 31st December 2017. The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 31st December 2017 comprised: -

<i>National Westminster Bank</i>	£
Current Account	100.00
Business Reserve Account	79,416.39
<i>HSBC PLC</i>	
Current Account	25,122.23
3-month fixed deposit a/c 20721891	25,232.68
3-month fixed deposit a/c 90717738	30,492.97
<i>Lloyds PLC</i>	
Current Account	4,882.98
Business Reserve Account	38,010.38

Total Cash held at 31st December 2017 **£203,257.63**

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 had advised that with effect from 1st February 2017 the Bank of England's Deposit Guarantee scheme had been 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 within the £85K limit. Members were given copies of the individual bank statements presented for verification purposes.

b) 2017/18 December quarter budget monitoring report. The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 31st December 2017. 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 comment, although it was anticipated that some slippage of unspent budgets relating to the Neighbourhood Plan and the purchase of new equipment in the All Saints Ward would be carried forward into the 2018/19 financial year.

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 1st April 2018. (**Recommendation R1**)

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 2.00% with effect from 1st April 2018** in line with the anticipated rise in the 2018 Local Government pay settlement. This proposal was seconded by Cllr Knibb and unanimously approved. (**Recommendation R2**)

8. Review of Council Insurances for 2018/19

The Clerk advised that he had reviewed the adequacy of the Council's Insurance cover and there were no issues arising. A further detailed review would be undertaken prior to the 2018 insurances renewal and a report would be made available to the Chairman of the Council and the Chairman of the Finance Committee, on this topic, prior to the next meeting of the Committee on 12th April, 2018

9 Consideration of applications received for the Parish Council member vacancy in the St Peters Ward of the Parish

The Clerk advised that four applications had been received in respect of the Member vacancy in the St Peters Ward. The candidates' summary CVs had been circulated to current Council Members for consideration. The closing date for the receipt of any further applications had been set as Wednesday 24th January.

The candidates had been invited to the Parish Council meeting which was scheduled for 31st January and a poll of Council Members, present at that meeting, would be held with a view to appointing the successful candidate by means of the co-option process.

Summary of Recommendations to Council on 31st January, 2018

R1-That the Cemetery Fees and Charges should be increased by 2.5%, rounded up to the nearest £5 with effect from 1st April, 2018

R2-That the Outdoor Contractors hourly rates should be increased by 2% with effect from 1st April, 2018

There being no other business the Chairman closed the meeting at 8.10pm

Chairman-----

N Johnson

Dated 12th April 2018