



## ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany  
 Tel: 01444 226 209  
 c/o The Post Office, 37 High Street, Ardingly, West Sussex, RH17 6TB  
 Email: ardinglypc@hotmail.co.uk  
 Office: Tuesdays 10am – 12 noon in Hapstead Hall, Ardingly

### Minutes of the Ardingly Parish Council Finance Committee Meeting held on Wednesday, 15<sup>th</sup> November 2017 at 7.30 pm at Hapstead Hall, Ardingly

**Present:** Mr. W. Meldrum (Chair)  
 Mr. K. Monk (KM)  
 Mrs. R. Chalk (RC)  
 Mr. M. Brixey (MB)

**In Attendance:** Mrs. H. Schofield - RFO  
 Mrs. S. Mamoany – Clerk

<b>139.</b>	<b>To accept apologies for absence</b> Apologies received from Derek Stutchbury.	
<b>140.</b>	<b>To confirm and sign the minutes of meetings held on the 5<sup>th</sup> May 2017</b> The minutes of the meeting held on the 25 <sup>th</sup> May 2017 were AGREED and signed by the Chair as a true and accurate record.	
<b>141.</b>	<b>Matters arising from previous minutes</b> The Clerk noted the issues regarding the previous year's external audit and accounts had been resolved following a meeting with an accountant prior to the internal audit. The external audit year ending 31.04.17 was approved with no matters arising.	
<b>142.</b>	<b>Review income and expenditure against 2017/18 budget</b>  The income and expenditure was circulated to all members of the committee by the RFO.  It was noted allotment invoices had not been sent out yet due to issues with the water bill which the Clerk was looking into with the assistance of WM.  WM queried the internet charges and would look into the charges, as he had set up this original arrangement on behalf of the Council. The RFO will provide copy invoices of the charges.	Clerk/WM          WM/RFO

	WM requested the RFO to provide a total for general reserves as it was noted expenditure from reserves had increased this year due to the zip wire and other items.	RFO
<b>143.</b>	<p><b>To discuss and review all Ardingly Parish Council draft budgets for 2018/19 for presentation to the Parish Council</b></p> <p>The Committee reviewed the Admin, Recreation Ground and Village Voice budgets.</p> <p>The Recreation Ground Committee had reviewed their budget on the 18<sup>th</sup> October and it was presented to the Finance Committee. The Clerk and RFO had reviewed the Administration budget and it was presented at the meeting. It was noted with the increases that were put forward in the first drafts, the precept would increase by approximately 8%, which it was felt by the Committee was too high.</p> <p>Therefore, the budgets were reviewed, and amendments were made to the drafts put forward. The main amendments included the following.</p> <ul style="list-style-type: none"> <li>• HHTCIC reserve removed as it was felt that this agreement would probably not continue into 2018/19</li> <li>• SID Maintenance removed as it was felt the units should not need any maintenance in the first year, should consider for budget 19/20</li> <li>• Winter maintenance removed as currently approximately £3,400 is available in earmarked reserve</li> <li>• Youth projects removed as currently approximately £5,600 in earmarked reserves</li> <li>• Contingencies were removed in Administration and Recreation Ground budgets</li> <li>• New budget was set for Community Grant Fund of £250 – this would allow any societies/clubs/charities in the village to apply for small amounts in order to assist projects within the community</li> <li>• Commonwealth Day and Carols around the Christmas Tree events were given a budget rather than to take from general reserves as they were regular village events.</li> <li>• Defibrillator maintenance new budget as batteries need replacing on a regular basis</li> <li>• Playground maintenance (to build up reserve) was removed as approximately £4,700 currently in earmarked reserves</li> </ul>	
<b>144.</b>	<p><b>To propose precept figure for 2018/19 to put forward to the Parish Council</b></p> <p>Following the amendments to the draft budgets, it was resolved that the 2018/19 precept would be approximately £82,000 an increase of approximately 4% on the 2017/18 figure of £79,501. Please note these figures were approximate and the RFO will circulate the draft final figures following the meeting.</p> <p>The RFO will prepare the revised budgets and precept figure for the December Parish Council meeting for the Council to review.</p>	RFO
<b>145.</b>	<p><b>To discuss and review the current bank provider</b></p> <p>The RFO noted that she was in the process of resolving the issues with Santander. It was resolved that the following should have full access to the accounts - Mick Brixey, Ken Monk, William Meldrum, Derek Stutchbury, Rob Lawson and Helen Schofield.</p>	RFO

	<p>The RFO was looking at the possibility of compensation from Santander due to the errors made in relation to recent correspondence regarding signatories.</p> <p>It was resolved that WM would visit HSBC bank and arrange the movement of the £50,000 to be reinvested in a HSBC Money Market Fixed Account for a fixed period of 12 months as was resolved by the Parish Council at the October Parish Council meeting.</p>	<p>RFO</p> <p>WM</p>
<b>146.</b>	<p><b>To discuss and review internal auditor</b></p> <p>The Clerk had circulated a report to the Finance Committee advising the auditor had not been reviewed since 2008. The report detailed three companies who provide this service to Parish Councils, their experience and estimates to carry out the internal audit, which would involve two visits a year.</p> <p>It was <b>resolved</b> to recommend to the Parish Council that they re-appoint Peter Frost from P J Consultants as the Councils internal auditor.</p>	<p>Clerk</p>
<b>147.</b>	<p><b>VAT Returns</b></p> <p>The RFO explained that the VAT claim had been submitted and she had extracted the information from the spreadsheets prior to the new software being used. Due to the software being set up on an income and expenditure basis it was not clear where some of the figures came from and therefore a difference of £716.59 was showing on the accounting software. The Committee <b>resolved</b> that this figure should be written off as unrecoverable VAT in the accounts.</p> <p>It was noted the claim for VAT for the period from September 2015 to year end 2016 and the whole of 2016/17 was approximately £9,000.</p>	<p>RFO</p>
<b>148.</b>	<p><b>Items for information and inclusion on future agenda</b></p> <p>None noted</p>	
<b>149.</b>	<p><b>Date of next meeting</b></p> <p>May 2018</p>	

The meeting closed at 8.45pm.