



ARDINGLY PARISH COUNCIL

Parish Clerk: Sarah Mamoany
 Tel: 01444 226 209
 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, 11th May 2016 at 7.30 pm in the Reading Room at Hapstead Hall, Ardingly

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

In Attendance: Mrs. R. Jarvis - RFO
 Mrs. S. Mamoany – Clerk
 Mrs. C. Steer – Clerk to Hapstead Hall (part of meeting)

91.	<p>To accept apologies for absence No apologies were received.</p>	
92.	<p>To confirm and sign the minutes of meetings held on the 11th November 2015 The minutes of the meeting held on the 11th November 2015 were AGREED and signed by the Chair as a true and accurate record.</p>	
93.	<p>Matters arising from previous minutes</p> <p>KM wished to note that it had been confirmed by MSDC that Hapstead Hall would not be eligible for any funding under the S106 monies from the Standgrove Site.</p>	
94.	<p>Review Income and expenditure against budget 2015/16</p> <p>The RFO circulated the income/expenditure against budget figures at the meeting.</p> <p>It was noted that at the last Recreation Ground Committee meeting, the Committee had requested regular figures from the RFO relating to expenditure against budget so they could be more aware of their expenditure throughout the year. The RFO confirmed that she could supply these at any time, however did ask that she was given reasonable notice.</p> <p>The following was noted.</p> <ul style="list-style-type: none"> • Income – both interest received and hire charges were higher than expected. • Expenditure – hall hire charges were higher than budgeted <p>It was AGREED that £500 would be moved to a new named reserve for Playground</p>	

	<p>Maintenance.</p> <p>It was AGREED that £2,000 would be set aside in a named reserve for Gritting/Winter Maintenance.</p> <p>The RFO was requested to produce a list of debtors for advertising/sponsorship of the Village Voice and circulate to the Finance Committee and Mrs Meldrum (VV Editor) as it appeared a lot of money was outstanding. The RFO advised that outstanding debts were chased quarterly. The Chair advised that the Editor must be kept informed of the debtors as she is in contact with them.</p> <p>It was noted that at the November Finance meeting the Committee would review the earmarked reserves. It was felt that it would be better to have more named reserves as this shows better management of the Council's reserves for the future.</p>	RFO
95.	<p>Hapstead Hall Accounting</p> <p>The RFO explained the current procedure for accounting with regard to the grant given by the Parish Council to Hapstead Hall which is currently £7,000 per annum.</p> <p>Instead of money changing hands the Parish Council pays Hapstead Hall salaries and this is deducted from the grant amount. In addition, hall hire invoices for the Parish Council are added to the accounting procedure and at the end of the financial year the RFO informs Hapstead Hall what the balance of the account stands at, ie £7,000 grant less HH salaries plus PC hall hire costs. At the end of the financial year 2016 the amount owned by Hapstead Hall to Ardingly Parish Council amounts to £880.32.</p> <p>Due to a change in Hapstead Hall Clerks it appeared that the new Clerk had not been informed of the procedure and the balance on account for the year ending 2015 was £1,665.49 owed by the Hall to Ardingly Parish Council. This outstanding amount had not been settled.</p> <p>Issues had also arisen with this system due to the monthly salary breakdowns not being received from WSCC Capita, however this seems to have now been resolved moving forward. The Clerk had asked WSCC Capita if it was possible to set up two accounts for payroll so the Hall could be run separately, but had been advised that this would be costly.</p> <p>Caroline had received a statement, but not an invoice from Ardingly Parish Council and was therefore not aware of the procedure in place and how this works.</p> <p>The current system was discussed at length and it was AGREED that it would remain in place, however quarterly updates would be provided by the RFO to the Hapstead Hall Clerk and then the balance would be paid at the end of the year when an invoice was provided.</p> <p>The RFO will raise an invoice for the outstanding amount and send to Hapstead Hall Clerk for settlement.</p>	RFO
96.	<p>High Interest Account</p> <p>The RFO advised following research that several accounts were available that the Council could deposit a minimum of £50,000 with an interest rate of around 0.6%. These accounts would be instant access, although penalties would occur should funds be taken out during the set period.</p> <p>The range of banks/building societies that will accommodate a Parish Council is limited</p>	

	and therefore not much choice is available. The RFO was requested to look at the interest rates and terms and conditions of the accounts available and report back to the Council on the best option available.	RFO
97.	<p>Accounts 2015/16</p> <p>The draft accounts were circulated at the meeting by the RFO.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Income and expenditure from Allotments would have separate line items • Grants – these should be broken down further and an error was noted in the detail, the RFO will review these figures • Other items – due to the large amount, the Committee requested this needed to be broken down into further detail. • Brickyard Cottages – grant money used in 2015/16 and excess returned to WSCC. • British Legion Land – should be added as £1 as a nominal value as advised by auditor <p>The RFO will make the requested amendments and circulate prior to the Parish Council meeting.</p>	RFO
98.	<p>Review of Financial Regulations</p> <p>The Financial Regulations were circulated by the Clerk. The RFO advised she would check the situation relating to the Petty Cash and update at the November meeting.</p>	RFO
99.	<p>Review of Financial Risk Assessment</p> <p>The Financial Risk Assessment was reviewed and AGREED no changes were required.</p> <p>The RFO noted that the last quarterly cash reconciliation had been done by the internal auditor. The next reconciliation is due in August and it was AGREED that the RFO must arrange for this to be done with the Chair of the Finance Committee as per the Financial Regulations. It was suggested that the documents are brought to the Parish Council meetings in future so that WM can sign them off on a quarterly basis to ensure we comply with the regulations going forward.</p>	RFO/WM
100.	<p>Review of Fixed Assets</p> <p>The Clerk provided a copy of the assets as listed on the insurance policy and this was AGREED.</p>	
101.	<p>Review of Insurance Policy</p> <p>The Clerk had produced a report at the May Parish Council Meeting and the Council AGREED to use the brokers Came & Company. The policy will be with Hiscox Insurance for a three-year period at £2,339.93 per annum. The policy was felt to be both competitive and offered additional cover compared to other quotes.</p>	
102.	<p>Information for Councillors (for noting or inclusion on future agenda)</p> <p>Reserves 3-year Plan</p>	
103.	<p>Date of next meeting</p> <p>9th November 2016</p>	

The meeting closed at 8.55 pm.