



ARDINGLY PARISH COUNCIL

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 Office: Tuesdays 10am – 12 noon in Hapstead Hall, Ardingly

Minutes of the Ardingly Parish Council Finance Committee Meeting held on Tuesday, 15th November 2016 at 7.30 pm in the Pavillion, Ardingly Recreation Ground, Ardingly.

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

Mrs. F Rocks (part of meeting)
 Mr. J Aloof (part of meeting)

In Attendance: Mrs. S. Sparkes - RFO
 Mrs. S. Mamoany – Clerk

104.	<p>To accept apologies for absence Apologies were received from Derek Stuchbury.</p>	
105.	<p>To confirm and sign the minutes of meetings held on the 11th May 2016 The minutes of the meeting held on the 11th May 2016 were AGREED and signed by the Chair as a true and accurate record.</p>	
106.	<p>Matters arising from previous minutes</p> <p>Stephanie Sparkes has been appointed as the new Responsible Finance Officer as from the 12th October 2016.</p> <p>It was noted by the Chair that the handover had been quite basic and Stephanie was currently doing additional hours and this should be monitored by her.</p> <p>It was noted that the Village Voice payments needed to be looked at by Stephanie to see how up to date the invoicing is and WM will liaise with Mrs. Meldrum regarding this.</p> <p>The Clerk queried if Hapstead Hall had made the payment relating to the invoice that was raised in November. This will be looked into by Stephanie.</p> <p>It was noted that £7925.02 had been transferred into the High Interest Account to top this up to £50,000.</p>	<p>RFO</p> <p>RFO/WM</p> <p>RFO</p>

	<p>It was reported by Stephanie that she was putting in a procedure for Petty Cash, which was not currently in place.</p> <p>QE2 Bank reconciliation was checked and signed off by WM prior to Rachel leaving and arrangements are being put in place by RFO/WM to ensure this procedure is completed on a quarterly basis as per the Financial Regulations.</p>	<p>RFO</p> <p>RFO/WM</p>
107.	<p>External Audit Report 15/16</p> <p>It was noted that the following comments were made by the external auditor.</p> <p><i>The bank reconciliation does not support the figures in Section 2, as it does not add up and petty cash has not been correctly accounted for.</i></p> <p><i>The minute references for both Sections 1 and 2 and the date of the Chair's signature in Section 2 have been omitted. The Clerk confirmed that Sections 1 and 2 were approved in the correct order, but that the minute references were 848.3 and 848.2 respectively. The date of the Chair's signature should read 7.6.16.</i></p> <p><i>The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 3 of Section 2.</i></p> <p>It was noted that prior to Rachel leaving, she had not gone back to the external auditor with an explanation of the above. Stephanie was asked to contact the external auditor and advise she was the newly appointed RFO and provide an explanation to the above when she has had time to look into the matters noted.</p>	<p>RFO</p>
108.	<p>Three-Year Plan</p> <p>It was noted by the Clerk that Councils are being encouraged to put three year plans in place to look to the future with regard to projects and expenditure. It was felt by the Finance Committee that this needed the involvement of all the Council and should go back to the Parish Council meeting for discussion moving forward.</p> <p>It was suggested that the Clerk looks at other Councils to see examples of these plans to give the Council something to work with.</p>	<p>Clerk</p> <p>Clerk</p>
109.	<p>Pension Pooling Agreement</p> <p>It was noted an email had been sent a few months ago regarding the pooling agreement relating to WSCC pension funds. Rachel's advice at the time was that she recommended remaining in this agreement.</p> <p>WSCC are now requesting a formal document to be signed to agree to this which would need to be signed by the Council.</p> <p>It was agreed that WM would look at this in further detail and it would go back to the Parish Council December meeting for discussion and action.</p>	<p>WM</p>
110.	<p>Sponsorship for Village Fayre/Fun Run</p> <p>It was noted that sponsorship was received by the Parish Council from Millwood Designer Homes of £400 towards the Village Fayre and Fun Run this year.</p> <p>These events are not run by the Parish Council, but the Council had supported them by paying for expenditure related to the Fun Run and donating a climbing wall.</p>	

	<p>The Fun Run had made a loss of £98.08 and it was resolved that once the income figures had been checked by the RFO that the Council would retain this amount from the sponsorship to cover the loss. The remaining £301.92 would be passed to the Summer Village Fayre account to cover expenditure for the Fayre.</p> <p>WM advised that the Fayre had made in the region of £300 this year. However, the intention was to market the event better next year with the purchase of advertising boards that could be used again in future years and they would now have funds to do this for next year.</p> <p>WM will advised the cheque would need to be paid to the Village Sports & Social Club and will confirm the exact details in an email to the RFO.</p>	<p>RFO</p> <p>WM/RFO</p>
<p>111.</p>	<p>Use of Council Reserves</p> <p>The use of earmarked reserves was discussed as the Recreation Ground Committee had suggested setting aside general reserves for projects within the Recreation Ground which in the future will need expenditure, for example the replacement of playground equipment.</p> <p>It was discussed that this would be a better way of planning the use of reserves in the future, rather than having one large sum as a general reserve.</p> <p>The RFO was requested to find out if once money had been allocated to a reserve if it could be moved around the following year or it had to remain in the allocated reserve.</p> <p>Any change to reserves would have to be approved by the Parish Council and it was to be added to the December agenda.</p>	<p>RFO</p> <p>Clerk</p>
<p>112.</p>	<p>Finance Software</p> <p>WM advised that he had been looking at finance software to obtain a better reporting system in the future and it could have many benefits moving forward.</p> <p>It was noted that this software should be in place for the new financial year 17/18 if the Council agreed to proceed. The item will be added to the agenda for December.</p> <p>It was also noted that the RFO laptop was very slow and could need replacing or servicing. It was suggested Stephanie takes the laptop for a service to see if this helps with the issues.</p>	<p>RFO/WM</p> <p>RFO</p>
<p>113.</p>	<p>To finalise all Ardingly Parish Council budgets for 2017/18 for presentation to the Parish Council at the December Parish Council Meeting</p> <p>The budgets were reviewed and the following noted:</p> <p>Admin budget</p> <ul style="list-style-type: none"> • RFO was asked to check the interest received on the bank account as so far nothing noted for this financial year • Web administration budget was removed – it was noted that a workshop could be run by WM to teach all Councillors how to update the website and Chairman could perhaps be responsible for their own Committee page on the website to ensure it was up to date with information. • Insurance reduced to £2,500 as new 3 year fixed agreement agreed at a lower rate • £500 budget added for publications/advertising. • Hapstead Hall grant increased by £1,000 to £8,000 due to concerns regarding maintenance required on the building 	<p>RFO</p>

	<ul style="list-style-type: none"> • Training budget increased by £250 • Contingency increased by £144 • New budget for Finance software of £650 • Allotments was removed from the expenditure <p>Recreation budget</p> <ul style="list-style-type: none"> • Electricity increased by £200 • New reserve fund for Playground Refurbishment of £500 • New reserve fund for Tree Survey and Works of £500 • Street Lighting reduced by £1000 to £3,000 – Clerk to check percentage rise advised by WSCC • Street cleaner/caretaker increased by £50 • Mary Puckle reserve removed as no interest being received – RFO to check the situation with this account • Clerk was asked to check cost of dog bins and if any percentage rise expected • Youth Worker budget title amended to Youth Projects <p>Comms budget</p> <ul style="list-style-type: none"> • To remain as previous years, at nil as the income covers the expenditure for the publication of the Village Voice. <p>With the above adjustments made to the budgets, no increase was made to the overall budget figure and remained as 2016/17.</p> <p>The Chair requested that for the budgeting meeting next year, the Committee would like actual spend figures for previous years.</p>	<p>Clerk</p> <p>RFO</p> <p>Clerk</p> <p>RFO</p>
<p>114.</p>	<p>To agree a precept figure for 2017/18 to put forward to the Parish Council at the December Parish Council meeting.</p> <p>Following the adjustments made to the budgets, it was unanimously agreed that a precept figure of £79,501 would be put forward to the Parish Council. This was the same figure as 2016/17.</p>	
<p>115.</p>	<p>Information for Councillors (for noting or inclusion on future agenda)</p> <p>KM noted that the budget for Hapstead Hall had been prepared by the Management Committee and it was noted that maintenance expenditure was a concern as a new boiler was needed, roof repairs, new windows and internal/external decoration. The hall was currently making a loss of around £10,000 a year.</p> <p>It was noted that the following items need to be added to the Parish Council agenda for December.</p> <p>Finance Software RFO Laptop purchase/repair Website Council workshop Pension pooling fund Use of Reserves Three-Year Plan</p>	
<p>116.</p>	<p>Date of next meeting May 2017</p>	

The meeting closed at 9.20 pm.