

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING 29 NOVEMBER 2017, CALEDON CENTRE AT 11.00AM

**PRESENT:** Councillors D Gordon (Chair), H Pakenham and K Gardener

**IN ATTENDANCE:** E Payne (Clerk), Mrs J Addington (Book Keeper) and L Casling, Grounds Maintenance Manager.

#### 1. **APOLOGIES**

Apologies were received from Cllr Hopkins who was substituted by Cllr Gardner.

#### 2. **DECLARATIONS OF INTERESTS**

- a) There were no declarations of interest received.
- b) There were no written request for dispensation in respect of items on this agenda.

#### 3. **MINUTES**

The minutes of the previous meeting, held on 12 October 2017 were not approved as only Cllr Gordon was present from that meeting. These will be presented to a future meeting for approval.

#### 4. **MATTERS ARISING**

- a) **Napsbury Pavilion CCTV**  
This has now been installed.

#### 5. **REPORTS TO COMMITTEE**

##### 5.1 **Budget 2018/19 – First Draft**

- 5.1.1 Members received a report on the Council's budget for 2018/19. An amended report was provided to Members at the meeting which had been redrafted following a meeting with the Chair of the Finance Committee, the Clerk and the Finance Officer. It was noted that the proposed precept had been increased to £253,000 which was a 4% increase on the previous year. However, there was still a deficit of -£26,371 which was noted by Members.
- 5.1.2 The main variances as outlined in the report were discussed. It was noted that the significant increase in budget was in relation to Salaries with a deficit of -£23,450. Members were advised that salaries had increased from the previous year due to the following reasons:
  - Grounds and Maintenance staff pay had been adjusted in line with nationally awarded pay scales which had not been applied in previous years.
  - The Admin Officer's position had been regraded to reflect national pay scales and responsibilities.
  - The Chef and Kitchen Porter had been awarded pay rises in 2017/18.
  - The role of Assistant Chef had been introduced.
  - The Bar Staff had been awarded a pay rise which had been agreed at the Finance meeting held on 12 October 2017.
  - Provision for maternity cover for the Events Officer had been included in the budget.
- 5.1.3 Other variances were noted including increases in:

• Cleaning and Caretaking	-£3,100
• Maintenance	-£1,600
• Xmas Lights	-£2,000
• Maintenance equipment	-£1,500
• Parking Enforcement	-£1,000
• War Memorial	-£1,000

- 5.1.3 Members considered the Events budget which had been drawn up using with actuals achieved during the previous year. It was noted by Members that that the Christmas light switch on event 2017 didn't have a specific budget. The Events Budget deficit was -£5,534.
- 5.1.4 Members considered the Council's income streams and recommended that every possible way of maximising income was considered including ensuring the hall hire rates are advertised in the newsletter and on the website along with additional promotion opportunities. It was **RESOLVED** to recommend to Council that:

- a) ***A report on all income to the Parish Council be submitted to the next Finance Meeting.***
- b) ***A meeting of the Events Committee is scheduled to consider the Events Budget.***
- c) ***A meeting of the HR Committee is scheduled to consider the maternity cover for the position of Events Officer.***

## **5.2 Internal Auditor's Report**

- 5.2.1 Members received a report from the Internal Auditor regarding the interim audit undertaken on 3 November 2017.
- 5.2.2 Members were advised that the auditor undertakes a majority of the audit from information provided to them prior to the visit and the Finance Officer was thanked for her assistance in this matter.
- 5.2.3 The recommendations of the internal auditor were received and it was **RESOLVED** that the following recommendations are implemented by March 2018:

- a) ***Financial regulations should be reviewed and revised to include a reference to the holding of £450 cash and the requisite controls necessary to maintain the till and respective floats.***
- b) ***All review of risk registers is undertaken to ensure that all activities of the Council are included.***
- c) ***A reserves policy will compiled for consideration at the next Finance Committee meeting.***
- d) ***All fees and charges should be reviewed annually as outlined in Financial Regulations.***
- e) ***A formal agreement for hirers of sports facilities should be drawn up to be completed and signed by the hirer.***

## **5.3 Caledon Community Centre Condition Report**

- 5.3.1 Members received a report which had been compiled from on the condition survey undertaken on the Caledon Community Centre in 2011.
- 5.3.2 Members noted the recommendations outlined in the report, along with the identification whether these could be undertaken in house or required an external contractor to undertake the work.
- 5.3.3 Members prioritised the most urgent works to be undertaken and identified the budget for these repairs.
- 5.3.4 Other items requiring work will be prioritised when the budget for 2018/19 has been agreed. It was **RESOLVED** that the following works will be undertaken:

- a) ***Roof repairs and asbestos survey from CCC Maintenance Budget 2017/18***
- b) ***Gas Service and Electrical Installation Condition Report from CCC Capital Expenditure 2018/19***

## **5.4 Card Reader**

- 5.4.1 This report was not available for Members and will be deferred to the next meeting.

**5.5 Caledon Community Centre Fence Quotations**

5.5.1 Members were advised that quotations in excess of £2,500 had been received for upgrading the fencing around the Caledon Community Centre to prevent in unauthorised access. Further quotations for the installation of bollards will be obtained and presented to a future meeting.

**6. DATE OF NEXT MEETING**

Wednesday 20 December 2017, 11am.

The meeting closed at 1255 hours.

Signed:.....

Date: .....

DRAFT