

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING 14 MARCH 2019, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON COLNEY AT 11.30AM

**PRESENT:** Councillors D Gordon (Chair), H Pakenham  
Councillor M McMillan (ex officio)

**IN ATTENDANCE:** E Payne (Clerk)

**1. APOLOGIES**

There were no apologies

**2. DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

**3. MINUTES**

The minutes of the previous meeting held on 8 November 2018 were approved as a true record of the meeting.

**4. MATTERS ARISING**

- 4.1 At the meeting held on 11 October 2018, when the Council's income streams were reviewed, Members had discussed increasing hall hire fees for bookings with no bar from £20 ph to £25ph. The increase in hall hire would be to compensate for the loss of bar sales. Members felt that this should be implemented from 1 April 2019, with a review after 6 months. It was **RESOLVED** to:

***Increase the fees for hall hire for events with no bar from £20ph to £25ph with effect from 1 April 2019, to be reviewed in October 2019.***

**5. REPORTS TO COMMITTEE**

**5.1 Reserves Policy**

Members received a proposed policy for the handling of reserves. It was **RESOLVED** that:

***The Reserves Policy is adopted and reviewed annually.***

**5.2 Policies for Consideration**

Members received the following policies for consideration:

- a) Dignity at Work/Bullying and Harassment
- b) Unreasonable Complainant Behaviour

Members considered the policies. Amendments were made to the Dignity at Work policy to reflect that the list of unacceptable behaviours was not exhaustive and that other behaviours could be considered at the discretion of the line manager if a complaint had been received from a member of staff.

The Unreasonable Complainant Behaviour Policy was amended to include that if the Clerk issues a written warning to a complainant then they should inform the Chairman of the Council and/or the Chairman of Human Resources Committee. It was **RESOLVED** that:

***The Dignity at Work/Bullying and Harassment Policy & Unreasonable Complainant Behaviour are adopted and reviewed regularly.***

### 5.3 Caledon Community Centre – Capital Expenditure Request

Members received a report to release funds from the Capital Expenditure budget to purchase additional tables and chairs for the community centre and to replace the Council's PA set. Members queried the height of the proposed tables until it was pointed out that the tables purchased last year are the same height as the proposed tables. It was **RESOLVED** to:

- a) *Purchase 5 tables at a cost of £822.40 plus VAT*
- b) *Purchase 50 chairs for lounge bar at a cost of £1277.50 plus VAT*
- c) *Purchase replacement PA equipment at a cost of £962.62 plus VAT*

### 5.4 Making Tax Digital

Members received a report on HMRC's project to make tax administration more effective and efficient. Members noted that the Council's finance package, RBS Omega will be upgraded as part of this transformation and this would be undertaken in July 2019, after the year end processes and before the implementation date of 1 October 2019.

Members enquired how much VAT was paid and reclaimed by the Council and this will be reported to the next meeting. It was **RESOLVED** to:

*Note the report.*

### 6. CONFIDENTIAL ITEMS

To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.