

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 8 NOVEMBER 2018, CALEDON CENTRE, LONDON COLNEY AT 11.00AM

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

IN ATTENDANCE: E Payne (Clerk), Mrs J Addington (Book Keeper)

1. APOLOGIES

Cllr Quagliozi was absent.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. MINUTES

The minutes of the previous meeting held on 11 October 2018 were approved as a true record of the meeting.

4. MATTERS ARISING

There were no matters arising.

5. REPORTS TO COMMITTEE

5.1 Risk Management

The meeting received a proposed risk management strategy. Members agreed the process to consider and mitigate risk amongst parish council activities and this will be distributed to all Members. It was **RESOLVED** that:

Risk Management Scheme is adopted for implementation

5.2 Debt Write Off

Members received a report on bad debts to be written off. Members were advised that some of the debts were for hall hire where the hirer has stopped using the facilities and hadn't paid despite numerous reminders. One of the allotment rotavation had been agreed to be written off by the Complaints Committee and the other was a tenant who is going to be evicted for non-cultivation of his plot. It was **RESOLVED** that:

The following bad debts are written off:

- a) £50 rotavation charge***
- b) £100 rotavation charge***
- c) £40 hall hire***
- d) £40 hall hire***

5.3 Budget Virements

Members were advised that this item will be deferred to the Finance Committee meeting on 7 February once the Council's third quarter had been reconciled.

5.4 Release of Equipment Earmarked Reserves for Repairs to Mower

- 5.4.1 Members were aware following the Grounds Maintenance Manager's report to Council on 7 November 2018 that both the tractor-based mower and the 442 mower had suffered from mechanical failures at the same time.
- 5.4.2 Members were advised that there is an Earmarked Reserve for vehicle maintenance and it was **RESOLVED** that:

Funds are released from Earmarked Reserves for Vehicle Maintenance

5.5 Bar Audit

- 5.5.1 Members received a report on the bar audit. It was noted that the profitability of the bar had decreased, despite the removal of one of the draft beers. There had been a high level of wastage following a stock check where out of date drinks had been disposed of. This had partly been caused by a lack of sales and some of the products delivered by the bar supply company had had a short shelf life. Members were advised that the Bar Manager had been instructed to return any goods with a short shelf life.
- 5.5.2 Members noted the report.

6. BUDGET 2019/20

- 6.1 Members received a proposed budget for 2019/20. This had been set following the Finance Committee meeting held on 11 October where a 2% increase in the precept had been discussed.
- 6.2 All Officers had been involved in the setting of the budget in consultation with the Clerk and Finance Officer. Each officer had submitted their projected costs for the cost centres they had responsibility for.
- 6.3 New budget items from the individual committees had then been added to the proposed budget.
- 6.4 Members asked the HR committee to consider the number of parish council events in relation to the workload of the Events Officer.
- 6.5 Members discussed hall hire charges and the feasibility of adding an additional fee of £25 to hall hires where there isn't a bar booked. This will be considered at a future meeting.
- 6.6 Members requested figures on the Napsbury fund and this will be circulated separately.
- 6.7 Members considered the proposed budget and it was **RESOLVED** to recommend to Council that:

The precept is increased by 2.8% to £262,325

- 6.8 The Clerk and the Finance Officer will amend the proposed budget accordingly for it to be discussed at the Council meeting on 12 December 2018.

7. DATE OF NEXT MEETING

7 February 2018, 11am.

The meeting closed at 1230 hours.

Signed:..... Date: