

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 14 OCTOBER 2019 AT 10.00AM AT THE PARISH COUNCIL OFFICE, 1ST FLOOR, SHERRIFF HOUSE, THE BROADWAY, FARNHAM COMMON, SL2 3QH.

Present

Mr. Bob Milne (Chairman)
Mr. Paul Rowley
Mrs. Judith Hall – Clerk

1. Apologies for absence

Mr. John Hodges and Mrs. Marilyn Rolfe

2. To approve minutes of the meeting held on 22 July 2019

The minutes were **confirmed** as a true and accurate record and the minutes were then signed by the Chairman.

3. Matters arising from previous minutes not covered elsewhere on the agenda

None

4. To review the quarterly management accounts to 30 September 2019

The Clerk presented the management accounts and commented as follows:

- In terms of income, the invoices in respect of rent, churchyard maintenance, flowers and sponsorship have all been issued.
- The September 2019 invoices for the maintenance of Jubilee Copse, Boundary Copse, Ingrams Copse and Temple Dell were not received prior to the month end but the work was carried out and the invoices will be included in the October 2019 cash book.
- Both invoices have now been received and paid in respect of the 2018/19 LAF projects. The work for the 2019/20 LAF project has been completed but the invoices have not yet been received.
- The amounts included for 'grass cutting A355' and 'grasscutting' represent amounts paid to Capability Landscapes Limited who have now been paid in full. No amounts have been paid to Matties Gardening Limited as no work has been carried out by them. Invoices were received after the quarter end from Amersham Town Council for the services provided in September 2019.
- The Devolved Services Extra Works relate to additional footpath cuts as previously agreed.
- The Street Lighting Extra Works relate to making safe and subsequently replacing a lamp post knocked over by a vehicle. At the time the owner of the vehicle agreed to take responsibility for the cost of the repairs but has thus far failed to settle requests for payment.
- The larger amount paid in September 2019 in respect of 'Contract 2, 7, 9 & 13 shelters/playgrounds' and 'FR Ground Maintenance' represents both August and September invoices.
- The Play equipment, Bus Shelters and Benches Extra Works relate to weedkilling at Farnham Park Lane bus shelter, creocote treatment and clearing broken glass at Farnham Park Playing Fields and cleaning graffiti at Home Meadow bus shelter and the recent mound repairs at Farnham Park Playing Fields.
- No maintenance work took place in St Mary's Churchyard in September 2019. The Facilities Manager at Amersham Town Council visited the site and advised that a cut was not necessary and one was arranged for October 2019.
- The larger amount paid in September 2019 in respect of 'Public Conveniences' represents both August and September invoices.
- The invoice for the unbudgeted Christmas light repairs was paid in July 2019.
- The Administration expenditure is self-explanatory and in line with expectations.
- The 'Sundry' and 'Other' expenditure relates the cost of the new office kitchen, electrical work and installation regarding the FCSC defibrillator.

The quarterly income and expenditure figures together with the revised annual forecast were discussed by those present. Revisions were made to the revised annual forecast in respect of 'Devolved Services' to better estimate the likely cost to the end of the financial year. It was agreed to recommend the accounts to the Parish Council at the October 2019 Parish Council meeting.

5. Initial discussion regarding 2020/21 budget

The Clerk was asked to prepare a draft budget for the next meeting including the largest of the maintenance quotes, the contractual price increase in current contracts and no payment to The Farnhams Magazine.

6 To review the following:

6.1 Finance and Administration sections of the Risk Assessment – The Clerk advised that she was still working on these sections of the Risk Assessment but hoped to include them on the agenda for the November 2019 Finance Committee agenda.

6.2 Reserves Policy – Mr. Rowley suggested that the wording of the policy should mirror the wording in the 'The Good Councillor's Guide to Finance and Transparency 2018' published by the National Association of Local Councils. The relevant wording would be 'between 3 and 12 months expenditure as a general reserve.' Mr. Milne agreed but said that he would ideally like between 6 and 12 months expenditure as a general reserve. It was noted that ear marked reserves discussed at previous committee meetings would be in addition to the general reserves. It was agreed that this wording would be recommended for adoption to the Parish Council.

6.3 Grants Policy – Those present discussed the current basis upon which grants were given out by the Parish Council. Currently groups apply as and when funds are required and no publicity of the funds available is undertaken. It was felt that the system should be changed to better benefit the community. It was suggested that a grant budget of £3,000 was agreed for 2020/21 and that this should be publicised and given out as follows:

<u>Application Deadline</u>	<u>Application Review Date</u>	<u>Payment Period</u>	<u>Amount</u>
31 March 2020	Finance Committee – 20 April 2020 Parish Council – 27 April 2020	1 April 2020 to 30 September 2020	£1,500
30 September 2020	Finance Committee – 19 October 2020 Parish Council – 26 October 2020	1 October 2020 to 31 March 2021	£1,500

It was felt that the funds should be given to start up groups or groups looking to expand their services to the community and that funds should not be used to settle overheads or ease cash flow problems. It was also felt that payment should be made on receipt of an invoice or evidence of prior payment on behalf of the group and that consideration should be given to match funding and partial payment of amounts requested. It was also felt that a pro-forma application form would assist applicants in providing the correct information and councillors in assessing applications. It was also suggested that all grants should be dealt with under the same system, including Farnham Common Village Hall for Carols Not On The Green and FCSC. It was agreed to include this on the October 2019 Parish Council meeting agenda for discussion.

7 Any other business

The Clerk advised that the 2018/19 external audit had now been completed and the only matter reported by the external auditor was the incorrect allocation of BCC's actuarial fees. The accountant who prepared the annual accounts, AGHS Chartered Accountants, included this amount in 'Staff costs' on the basis that it related to a previous employee's pension but the external auditor reported that this amount should have been included in 'All other payments'.

8 Date and time of next meeting:

The meeting closed at 11.45am. The next meeting is 12 November 2019 at 10am in the Parish Council Office, 1st Floor, Sherriff House, The Broadway, Farnham Common, SL2 3QH

Signed as a true record of the meeting:-

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Chairman