

Nash Mills Parish Council

Finance Committee Minutes

Of the meeting held on **11th March 2019** at Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT

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Present

Committee Members:

Councillor Lisa Bayley
Councillor Louise Gross
Councillor Rosie Moubray
Councillor Alan Briggs
Councillor David Jackson
Councillor Terence Collins
Councillor Jan Maddern

In Attendance

Nikki Bugden (Clerk)

19/023/F Apologies

- Cllr Lardi

19/024/F Interests

To receive declarations of interest from Councillors on items on the agenda.

- None

To receive written requests for dispensations for declarable interests; and

To grant any requests for dispensation as appropriate.

- None

19/025/F Minutes

To confirm the Minutes of the Nash Mills Parish Council Finance Meeting held on Monday 11th February as a true record of the proceedings.

Cllr Jackson asked that an addendum be noted in the margin at agenda point **19/005/F** – the mandates were signed by Cllr Jackson and Cllr Collins Not Cllr Moubray.

Resolved, Proposed Cllr Jackson, Seconded Cllr Moubray that the minutes be agreed as a true and accurate record of the proceedings and the minutes were duly signed by the Chairman.
Unanimous decision.

19/026/F Monthly Financial Matters

- a) To authorise payments made in accordance with the budget. (Monthly Schedule attached)

Resolved, Proposed Cllr Jackson, Seconded Cllr Moubray that the payments be made in accordance with the attached schedule.

- b) To note receipt of income attached (up to 5th March)

Noted

in addition to the schedule attached there was an additional sum of £1008.79 received into the bank account (11/3/2019) for the Locality Budget Award from C/Cllr Howard. This was granted as a contribution for the proposed lighting of the 'Tommies'. There is a clawback facility on this Grant should it not be used. Email trail on file. There is also an additional £4 payment in for a parish magazine, invoice no 2019/4 shortfall.

- c) To receive bank statements and bank reconciliation up to end Feb 2019
Noted by Cllr Jackson that the statements accurately reflect the transactions for the month of February and for payments for the month of March as there has been a period of 'catching up' with regards the timing of schedules and staff salaries.
- d) To consider and approve invoices for payment not included in the schedule above.
None
- e) To note on file LG221 Pension return
Resolved, Proposed Cllr Jackson, Seconded Cllr Moubray that the LG221 be accepted as it accurately reflects the payments submitted from the bank to LGPS. 2 months deductions due to Salary 'catch up' and deductions and previous months errors by Paybureau are now all up to date.
- f) To approve payment of Clerk's Feb & March Salary to ensure salaries are now paid in the correct monthly cycle. (to be paid no later than the second Wednesday of month being paid).
Resolved, Proposed Cllr Jackson, Seconded Cllr Moubray that following the recommendations from the Personnel Committee that 2 months' salary be paid to the Clerk to ensure that the missing salary is paid and the timings of salaries for both staff members are now in the correct sequence.
 Unanimous decision.

At this juncture Cllr Briggs requested information on the current accounting practises and asked why there currently seems to be a surplus of monies against budget of approx. £8000. Cllr Briggs also enquired as to what procedures are in place for ensuring that all accruals were correctly accounted for at year end.

Cllr Jackson explained that there were savings in the new clerk's salary and pension costs and that all budget areas were within a 10/15% margin.

Clerk was only certain of accruals from her period in office and it was suggested that she would circulate a list of all accruals for council comment in case any items had been missed.

19/027/F Update on Banking Arrangements.

- a) NatWest Bank Mandates-update
- Natwest have confirmed that the forms for Cllr Bayley are now on file and that the details should be updated by the end of the week. Cllr Jackson has provided a signed, business banking, single mandate form for Nikki Bugden, however she will need to visit the bank first to update their records with regards her surname
- b) To confirm arrangements for March's payments
- Cllr Jackson confirmed that he will check and authorise the payments uploaded by the Clerk and Cllr Bayley will be the second authoriser. A text will be sent to the Clerk once this has been actioned.
- c) To propose and approve the actions and timescales relating to the high balances on reserve.
Power to invest Local Govt Act 2003 s12
 Cllr Jackson has moved £80000 into a one- year treasury reserve bond with NatWest.
 There is approx.
 £2,317.86 remaining on the NatWest Current Account
 £31,695.73 remaining on the Business Reserve Account

To ensure that NMPC do not expose themselves to risk by breaching the limits of the Financial services Compensation Scheme (currently £85000 per financial institution) these funds will be moved across to Lloyds Bank 32day notice deposit account however a residual amount will be left at NatWest to keep the account open to service the treasury reserve bond.

- d) To discuss and approve which payments could be met by S/O or DD monthly wef April 2019
A discussion was held regarding current payments made from the bank account and which ones would be replaced by standing order or direct debit. Clerk advised that both methods are acceptable if they are reviewed annually.

Resolved, Proposed Cllr Jackson, Seconded Cllr Moubray that the following payments be met by standing order or direct debit with effect from April 2019.

Standing orders Monthly

- Salaries (to be paid 16th monthly)
- Paybureau monthly fee
- Nash Mills Village Hall (Clerk to check this is acceptable to NMVH).

Direct Debit monthly

- DBC Garage rental
- Vodaphone (existing DD)
- Future IT subscriptions (if approved and if an annual payment is not feasible)

19/028/F Proposed IT Expenditure- Cllr Briggs.

To propose, second and approve the amended IT Spend

Power to spend under the Local Government Act 1972, s111- Office, power to provide and equip.

- Cllr Briggs advised that the contract with Chess expires 21/3/2019. Chess were able to supply the licenses required by NMPC to set up the new laptop at the same cost as direct supply therefore Cllr Briggs proposed that we accept this.

Resolved proposed Cllr Briggs, Seconded Cllr Jackson that the sum of £135.36 be paid to Chess ICT for the relevant annual licenses. Unanimous decision.

PC World Support will be needed once the Chess contract expires Cllr Briggs/Clerk to take forward.

- Cllr Briggs advised that following the resolution to spend at the last meeting, McAfee protection had been purchased and installed (expenditure on March Schedule £19.99).
- Additional spend requested to install Adobe In Design onto the parish laptop as publisher package has been trialled but deemed not fit for purpose. The additional spend is £19.99 pm for InDesign to facilitate the production of the Parish magazine. Additional spend all offset by the considerable savings of cancelling the annual Chess ICT contract.

Resolved proposed Cllr Briggs, Seconded Cllr Maddern that we purchase InDesign for the Parish Computer. Cllr Briggs/Clerk to take forward.

19/029/F Action List

To update the status of outstanding action points from previous meetings.

19/030/F Bunkers – Report from Cllr Gross

- Cllr Gross requested an update re the payment of funds across to Friends of Bunkers Park for their Summer BBQ (donation previously agreed). Clerk advised that copies of the receipts had been received from Geoff Doole and that it was included in March's pay run.

19/031/F 3 Year Plan

To discuss timescales for tabling discussions relating to creation of 3year financial plan and spending relating to budget and reserves.

- It was agreed that this would be placed on the Agenda for June following elections.

19/032/F Review of Potential Cost of Illuminating The 'Tommies'

Power to spend/provide

Parish Council Act 1957,s3 (conditions attached re consent of landowner)

War Memorials (Local Authorities' Powers) Act 1923 s1 as extended by Local Govt Act 1948 s133

- A working party of Cllr Collins, Cllr Gross and Cllr Moubray have been following up on the proposed site for 'The Tommies'
- Ongoing investigations into the 'Tommies' and the lighting of these. Cllr Collins has obtained quotes for the works but as the suggestion is that the power for the lights is run from the street lamp adjacent to the proposed site relevant permissions will be required. Permissions will also be required from the land owner and the local planning department to ensure that the correct consents are all in place prior to instruction of a contractor to undertake these works.
The cost of the lighting will depend on the works involved and quotes provided for each scenario cost up to £2450 – these were all provided by the same contractor.
- C/Cllr Howard has kindly arranged a grant as noted above (income received) from her locality budget to assist with this for the sum of £1008.79. This was granted as a contribution for the proposed lighting of the 'Tommies'.
There is a clawback facility on this grant should it not be used, and it must only be used for the project specified on the original application. Use of these funds for an alternative project is not permitted unless prior written consent for change of use is obtained from the C/Cllr or Herts County Council. Email trail on file.
Cllr Collins will take forward.

Due to the nature of this project it will be moved to the Full Parish Council Agenda and will be brought back to the Finance committee for consideration of proposed spend once all relevant permissions have been obtained from the landowner, HCC highways and DBC planning dept.

19/033/F Next Meeting/Items for Consideration

To suggest agenda items for the next meeting of the Finance Committee On

Monday

8th April 2019.

Meeting Closed 8.13pm

Chair Finance 08/4/2019