

Minutes of the meeting of the Finance Committee of Borough Green Parish Council held at 7.30p.m. on Thursday 5 January 2012 in Borough Green Parish Office.

Present: Cllr M Taylor (Chairman), Cllrs. Mrs S Gould, S Millener
Mrs H Damiral (Clerk and RFO)

	<u>For Decision</u>	<u>For Action</u>
1. <u>Apologies for Absence</u> Cllr T Shaw.		
2. <u>Declarations of Interest</u> None		
3. <u>Minutes of the Meeting 10 October 2011</u> All members had received copies of the minutes. RESOLVED that they be signed as a true record.		
4. <u>8 month 2011/12 Budget outturn</u> All members had received copies of the outturn statement and Clerk provided further information. Items 29 & 42: After discussion AGREED to keep the outstanding P Mede insurance claim amount included in the budget figures. Items 1, 19 & 25: noted that PAYE contributions for Oct and Nov are not included as paid quarterly. Item 12: noted that there will be some minor transfer of expenditure from item 19 to 12 in respect of Groundsman's work The report was noted and will be reported to the parish council.	PC	
5. <u>Audit of accounts 2011/12</u> All members had received copies of the Internal Auditor's 6-month report. The report was noted and the following items discussed: Noted that one councillor has not signed and returned to the Monitoring Officer the Code of Conduct form. Clerk has reminded the councillor and the Monitoring Officer is aware. Comments regarding the appointment of a Barrister in July 2011 were noted. The Opinion has not yet been received. Clerk has written, a reply has been received and it is now hoped that the Opinion will be available for the BGPC meeting on 9 January 2011. The auditor has been advised. AGREED to recommend that under the circumstances the delivery of the Opinion is now too imminent to ask for a refund of the fee. Comments regarding the appointment of an architect for P Mede were noted. It was noted that one favourable reference has been received and another will be requested. After discussion AGREED to recommend to the council that it is considered that PI insurance is not required as the plans/work will be checked by T&MBC Building Control which will act as a safety net plus the work will be carried out by a reputable builder who will have insurance cover. There was some discussion about the possibility of asking an architectural company to do the detailed drawings but this was not considered necessary. Comments regarding the Section 106 money (£16,160) were noted. Clerk advised that to the best of her knowledge, this is for 'recreation provision' not specifically for P Mede. Noted that it may be necessary to increase the council's Fidelity Guarantee insurance cover as and when the P Mede insurance claim is received.	PC	
6. <u>Financial regulations</u> All Cllrs had received copies of the final draft BGPC Financial Regulations, based on the Model Regs. AGREED to recommend to BGPC that they be adopted. There was some further discussion about the signed of cheques/invoices/cheques list at council Meetings. Every endeavour will be made to streamline this procedure.	PC	
7. <u>Risk assessments</u> AGREED that this will be deferred and the committee will carry out assessments of operational areas during the forthcoming summer.		All
8. <u>Terms of Reference for Finance Cttee</u> All members had received copies of the draft TORs. AGREED that the document be recommended for adoption by BGPC.	PC	

9. **Staff salaries and superannuation**

After discussion AGREED to recommend the following wage increases w.e.f 01.04.12:

Mr R Springett Groundsman £7 increase to £7.25 (3.57%)
Mr B Glew Groundsman £7.50 increase to £7.75 (3.33%)

For
Decision

For
Action

PC

Both Groundsmen have expressed a wish to join the KCC pension scheme. Noted that BGPC contribution is likely to be 25% of pensionable pay. Whilst in principle the request is supported, after considerable discussion AGREED to recommend that, in the current economic climate, this would be too costly for the council. However, the matter will be reviewed again at next year's budget meeting.

PC

Fin Cttee

10. **Precept 2012/2013**

All members had received copies of a draft budget and supporting information. Clerk gave further information incl:

- details of T&MBC Community Enhancement Fund grants (information just received and circulated to all Cllrs)
- costs for hanging baskets: no change in supply/maintenance costs next year.
additional baskets – supply/maint £42.55 each
- double arm bracket (one-off cost) £37.50 each

It was AGREED to recommend additional 4/5 new brackets and 8/10 baskets for A227, railway bridge to Wye Road and that this be funded from the revenue budget

PC

Full consideration was given to the revenue budget figures and possible capital works items. AGREED to recommend financial provision for capital items totalling £28,000 as below:

PC

Possible Potters Mede loan repayments	£10000	
Potters Mede Sports Centre	£5000	
Potters Mede grounds enhancement	£5000	
Election expenses	nil	
Salt Bins	£2000	
New/replacement street lighting columns	£2000	
Jubilee Beacon	£500	
Olympic torch event	£500	
Flagpole	£500	
Gritter contribution	£1000	
BGPC vehicle	£1500	
Solicitor's fees	nil	
Speedwatch	nil	
CCTV (poss. maint. costs)	nil	fund from reserves if/when reqd.

It was AGREED to recommend a Precept of £127,215 for the 2012/13 financial year – an increase of £0.20 per Band D property.

PC

The meeting ended at 10.05 pm.