



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 7th JANUARY 2019**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL
FINANCE AND POLICY COMMITTEE TOOK PLACE AT 7.30 PM IN
THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON
WEDNESDAY 14th NOVEMBER 2018.**

MINUTES

PRESENT:

Cllr Croucher
Cllr Garnett
Cllr Kirby
Cllr Taplin
Cllr Trotter (part)

Cllr Poole was in attendance.

23/18 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed those present to the meeting, explained where the fire exits were, asked that mobiles be switched to silent and reminded members that the meeting would be recorded.

24/18 APOLOGIES FOR ABSENCE

No apologies were received.

25/18 DISCLOSURE OF INTERESTS

No interests were declared.

26/18 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 12th September 2018 were approved.

Proposed by Cllr Garnett and seconded by Cllr Trotter.

27/18 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

28/18 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

There were none

Public questions – items on the agenda

There were none.

Meeting Reconvened

29/18 BUDGET

The draft budget prepared by the Executive Officer was considered. He explained that the staffing budgets had been updated to include all organisational changes and an uplift of 2.5% for pay awards and pay progression. Utility costs, insurance and rates had been increased by 3%. Contributions to balances had been removed this year in view of the level of balances held. There was discussion on the need to invest in the playparks and agreement that this be included in the budget funded by capital reserves or developer contributions if available. It was also agreed by majority that the council aim to contain any increase in the precept to inflation only. The list of budget items from the LMC Management Committee was considered. It was felt that the items were capital projects that will be funded from capital or could be met from existing budget provision. The next meeting on 7th January 2019 will make the final recommendation to full Council on the budget and precept for 2019/20.

Cllr Trotter left the meeting

30/18 INTERNAL AUDIT REPORT

The interim internal audit report was considered together with an action plan provide by the Executive Officer. The council is now ensuring that bank reconciliation is signed back to the original bank statement. The Executive Officer confirmed that future agendas will include bank balances so that they are minuted each month. The use of confidential minutes, the detail in minutes and staffing proposals will be minimised now there is a full staffing at the council.

The council currently holds all balances in two accounts and there is a risk on money held over the £75k Financial Services Compensation Scheme. It was agreed that the council open several new accounts so that all are within the £75k protection limit. The Executive Officer was asked to come bring proposals to the next meeting in January 2019.

31/18 EXTERNAL AUDIT

The Executive Officer explained that our External Auditor PKF had signed the council accounts for 2017/18 without any qualification. There were two points to note from their report. The first is that the council need to conform with the requirements concerning the operation of trusts. The second is to address the matters identified by the internal auditor, which are considered in minute 30/18. The Executive Officer stated that the council will close the accounts for 2018/19 internally using the councils own finance system rather than using an external consultant. This will ensure the figures presented match to finance system and save on consultant costs.

32/18 NDP BUDGET MONITORING

The budget monitoring statement was noted. Councillors felt that a statement should be provided to show the total income and expenditure covering the life of the project. The Executive Officer will prepare a statement for the next meeting. It was stated that EHDC had promised a sum of £5,000 towards the project and the expenses for consultants interviewed. A grant of £9,000 was also available from the government and will be applied for when the next consultant costs become payable, since the grant must be used in the year it is received.

33/18 DATES FOR FUTURE MEETINGS

It was agreed that future meetings will be held on Mondays. The next dates will be:

Monday 7th January 2019

Monday 18th March 2019

Meetings after this time will be agreed for the new council at the Annual Meeting. It was noted that where there is a bank holiday, no council meetings will be scheduled for that week.

34/18 ELECTRONIC PAYMENT OF INVOICES

The Executive Officer stated that he planned to move away from cheque payments by gradually introducing electronic bank transfers for purchase invoices. The Standing Orders and Financial Regulations allowed for this to happen. It was agreed that the Executive Officer prepare a paper for the next meeting that outlines the process that will be followed for approval of payments.

35/18 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “In accordance with the provisions of Section 1(2) of the Public Bodies (admission to meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted”.

Cllr Garnett proposed that Cllr Poole should be invited to remain, as she would be observing a parish council matter and all agreed.

The meeting closed at 9.32pm

Chairman

Date