

Barkway Parish Council

Appendix A - To the Parish Council Meeting

held on Monday 10th April 2017

Notes from the meeting of the Finance Committee

Held in the Reading Room on Thursday 6th April at 7.30pm

1. Present:

Rev'd. Cllr. Sonia Falaschi-Ray

Cllr. Dr Robert Davidson

Cllr. Dr Giuseppe Frapporti

Clerk/RFO Catharine Toms

2. Apologies:

None

3. To check and agree bank balances - Sage Trial Balance reconciliation to Barclays bank statements:

The Clerk/RFO provided members of the Committee present with copies of the Sage reports for the Parish Council accounts, copies of a bank reconciliation and bank account statements. These were crossed checked and verified by Cllrs. Falaschi-Ray and Frapporti as correct.

4. To examine actual finances to 31st March 2017 against previously forecasted figures and review Budget for 2017/18

The spreadsheet was examined in detail, actual income and expenditure against budget and forecast (separate back up schedules were provided for the 'Pavilion Net Cost' line and the 'Push Energy Contribution Balance' line). The Parish Council bank balance as at 31.03.2017 was £59,890.80 (including petty cash balances of £25.00 and £50.00). Of this amount currently £22,398.15 was Push Energy Community Contribution fund.

The Push Energy Community Contribution fund, since the arrival of the 3rd payment of £11,000, now had an unallocated balance of £20,289.00. There was still £2,000.00 promised for the Village Hall Kitchen extension (the Clerk informed the Councillors that the project was currently out for tender) and £109.15 balance of grant awarded for the Pavilion.

The net cost of the Pavilion was £2,544.84 for the year. This was £455.16 under budget for the year. It was agreed that there could be no re-negotiation with Royston Town FC (RTFC) over their contribution as the Pavilion was currently benefitting from a 100% rates relief from NHDC amounting to over £2,500.00 per annum. If that was factored in then the Pavilion would be running

at £2,000 over budget. As a result of rates relief on the Pavilion, rates were now having to be paid for the Reading Room, costing the Parish Council an additional £382.12 for 2017/18. It was therefore considered that income and expenditure was close to forecast and budget. It was noted that the previously arranged meeting with David Baulk of RTFC for 4th April had been postponed at his request. It was now scheduled for Tuesday 25th April. The Clerk and Cllr. Davidson would brief Cllr. Morss on the finances prior to this meeting. **Action: RD/Clerk**

It was also noted that the carried forward balance to 2017/18 also included money for delayed projects. These included the War Memorial renovation and the Windmill Close Open Space application. The Clerk informed the Cllrs. that three quotations for the War Memorial had been submitted to meet the deadline of 31st March. The War Memorial Trust (WMT) had now submitted the completed application to the grants awarding panel who would be meeting on 26th April. Decision letters would be sent out on 18th May. The best quotation had been from Universal Stone at £9,617.29 + VAT and based on this a grant of (75%) £7,212.97 would be awarded. The Windmill Close Open Space application had been delayed due to NHDC discovering that there was no mechanism within the proposed contract for the withdrawal of the Open Space application. Legal fees were estimated to be £2,500 (of which Tony Hunter had already awarded a £500 grant from his Locality Budget in 2016/17). There was also unspent money on the Neighbourhood Plan. All these projects were likely to be concluded within the next few months.

5. To discuss Parish Council legal obligation to provide a Workplace Pension for employees from 1st July 2017

The Clerk informed the Council that she was the only qualifying employee and eligible job holder (aged 22 to state pension age and earning over £10,000 per annum). The Parish Council would need to contribute 1% of qualifying earnings going up to 3% by 2019. In 2017/18 this would cost the Council an additional £56.06. It was proposed and agreed to set up a Pension Scheme with the National Employment Earnings Trust (NEST). The other employees, Sam Methven, Claire Methven and Janine Reay were entitled job holders (aged 16-74 years old but earning less than the qualifying earnings level of £5,824 per annum) and as such had a right to join the Workplace Pension. The Parish Council as an employer was not obliged to auto enrol them or make any contributions. It was agreed to write to each of them to ask if they wanted to join the Pension Scheme. The Clerk wanted to join the Pension scheme and would therefore now proceed to set up the scheme in readiness for the staging date of 1st July. **Action: Clerk**

6. To discuss proposal to purchase Sage One payroll software to integrate with Pension obligations

The Clerk proposed that Sage software (cloud based) was purchased at an ongoing monthly cost of £5.00 per month (incl. VAT). The advantages would be that it would generate computerised payslips and would integrate seamlessly with NEST pension provider. This was agreed. **Action: Clerk**

7. 2017/18 costs for the Pavilion and Recreation Ground

See Item 4.

8. Pavilion Account fund raising balance

The current balance was £1,088.06 and would need to be included within the umbrella of Parish Council bank accounts and accounting figures. However, like the Solar Farm funds, this amount would be ring-fenced and kept separate from other Parish Council funds. The Clerk would aim to get a quotation for curtains and blinds for the Community Room in the aim to dull the echo in there. It was considered that some of this money could be spent in this way, although the fund raising parties would be consulted before any decision was made. **Action: Clerk**

9. Push Energy Community Contribution balance

See Item 4

10. Reading Room Accounts to 31.03.2017 and discuss audit arrangements for 2016/17

The Reading Room accounts closing balance was £839.27. Following the records being audited by Gordon Baker the annual return had been submitted to the Charity Commission by 31st January. It was proposed by the Clerk and agreed by all to ask Gordon Baker to do the audit for 2016/17. Gordon Baker was thanked for his help with this. **Action: Clerk**

11. War Memorial renovation grant

See Item 4

12. S106 finances to fund new car park project on the Recreation Ground

Cllr. Davidson reported that he had received email confirmation from Stuart Izzard at NHDC that S106 monies to approx. £11,000 would be available towards the cost of the project. The Clerk reported that she had already received a quotation from John Cobb & Sons Ltd for £15,910.00 + VAT. This did not include creation of disabled ramp or cover for walkway. A quotation of £3,200 had been received from the Dodkins for the walkway. An additional quotation was now needed for the ramp. The Clerk would chase Joe Poulton for his quotation. **Action: Clerk**

13. To reaffirm Clerk's authorisation to set up Utilities/Waste Disposal/Play Equipment Inspection contracts with a Direct Debit mandate

All approved. It was noted that significant discounts were made by Utility suppliers if bills were paid by direct debit.

14. AOB

None

15. Date of next meeting

TBA

The meeting closed at 8.30pm