

## **Barkway Parish Council**

### **Appendix A - To the Parish Council Meeting**

**held on Monday 18th December 2017**

### **Notes from the meeting of the Finance Committee**

**Held in the Reading Room on Wednesday 6th December at 7.30pm**

#### **1. Present:**

Cllr. Graham Swann

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. Davidson and Frapporti as correct.

#### **4. To examine actual finances to 30th November 2017, consider forecasted figures and prepare a first draft Budget for 2018/19**

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 30.11.2017 was £90,854.90 (including petty cash balances of £25.00 and £20.00). Of this amount currently £33,398.15 was Push Energy Community Contribution fund.

#### **5. To examine 2017/18 costs for the Pavilion and Recreation Ground**

The net cost of the Pavilion so far was £662.70 for the year. The Clerk would provide Cllr. Morss with a copy of the Pavilion and Recreation Ground accounts in order that he was kept fully aware of costs. It was thought appropriate to now get quotations to have the changing room floors properly finished along with the Referee's room and the corridor. The Clerk to obtain quotations. Other work needed in terms of Pavilion maintenance was asking the Dodkins to put a non-slip surface on the decking. Re-coating of the exterior weatherboarding and re-painting of the Community area with a quality,

wipeable paint. These jobs, it was suggested, could be done with a volunteer team day and a BBQ.

**Action: Clerk**

#### **6. Push Energy Community Contribution balance - to consider possible projects for expenditure**

The Push Energy Community Contribution fund, since the arrival on 30th June of the 4th payment of £11,000, now had an unallocated balance of £31,289.00. There was still £2,000.00 promised for the Village Hall Kitchen extension and £109.15 balance of grant awarded for the Pavilion.

After some discussion the Committee recommended that out of the £4,384.00 legal fees paid to secure the Open Space off Windmill Close, £2,000.00 could be taken from the Solar Farm fund. Council approval to be sought at the December meeting. It was reminded that approval had already been given by the Council to spend £1015.02 of Solar Farm fund on the fast track Historic Listing application for the former RAF Barkway mast and site.

#### **7. Wages**

It was noted that all staff should be paid at least the Living Wage. The Clerk to check this out and report back. The Clerk had not had a pay rise in the previous year. It was agreed that an appraisal would take place as soon as possible. Cllr. Swann to organise this. **Action: GS/Clerk**

#### **8. The 2018/19 Budget**

This was looked at in detail. It was proposed to put many items up by 2% and where specific projects were in mind by the expected cost of the project. It was proposed that the Precept application would be increased by 2% to £36720.

Projects for next year would be to consider installing a defibrillator in the old BT phone box at an approximate cost of £2k. With the new GDPR law from May 2018, it was considered that £800 needed to be allocated to upgrade software to Office 365 for the Clerk and all Councillors.

It was considered that money would need to be spent on playground equipment. Nothing at this stage was budgeted.

With the proposed budget figures, there would be a deficit for the year of £6k, the reserve amount for next year would therefore drop from £33k to £27k.

#### **9. Date of next meeting**

TBC

The meeting closed at 10pm