

Barkway Parish Council

Appendix B - To the Parish Council Meeting

held on Monday 14th May 2018

Notes from the meeting of the Finance Committee

Held in the Reading Room on Wednesday 9th May 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. Swann and Frapporti as correct.

4. To examine actual finances to 31st March 2018 against previously forecasted figures and review Budget for 2018/19

The spreadsheet was examined in detail, actual income and expenditure against budget (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 31.03.2018 was £73,648.82 (including a petty cash balance of £25.00). Of this amount currently £30,383.13 was Push Energy Community Contribution fund.

5. 2017/18 costs for the Pavilion and Recreation Ground

The net cost of the Pavilion was £1,291.92 for the year. This was £1,708.08 under budget for the year. 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 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 £393.60 for 2018/19.

Although year on year the Pavilion had come in under budget, there was fairly large maintenance projects to be addressed this coming year. Floor screeding in changing rooms and corridor, recoating of the exterior weather boarding, re-painting the interior and very importantly sorting out satisfactory disabled access to the Pavilion and Recreation Ground.

It was noted that negotiations would need to be commenced to agree another 5 year contract with Royston Town Football Club. This could be done once the flooring project in the changing rooms and corridor had been completed. The Clerk to talk to Cllr. Morss. **Action: Clerk**

6. Pavilion Account fund raising balance

This was £406.38. In the past year £800.00 had been spent as a contribution towards the cost of the new curtains and blinds in the Community Room and £60.00 and £120.00 on the advert in the Diary.

In addition to this, £298.32 had been paid over to this account from the Parish Council account in recognition of the profit made on Bonfire Night.

7. Push Energy Community Contribution balance

The Push Energy Community Contribution fund, since the arrival of the 4th payment of £11,000, now had an unallocated balance of £28,273.99. Since 1st April £2,000.00 promised for the Village Hall Kitchen extension had been paid and there was allocated a £109.15 balance of grant awarded for the Pavilion.

Cllr. Davidson arrived in the meeting at 7.55pm

It was agreed that some maintenance costs needed to be added to the budget for the Open Space behind Windmill Close. It was agreed at £250.00. The Clerk to obtain a quotation from Martin Bentley to do 6-8 grass cuts per year and, as a one-off job, to remove some rubbish from the area.

Action: Clerk

8. Reading Room Accounts to 31.03.2018 and discuss audit arrangements for 2017/18

The Reading Room accounts closing balance was £851.85. Following the records being audited by Gordon Baker the annual return for 2016/17 had been submitted to the Charity Commission by 31st January. It was understood that Gordon Baker no longer wished to do any further auditing. It was therefore proposed by Cllr. Davidson and agreed by all to ask Carol Willis to do the audit for 2017/18 when she audited the Parish Council accounts . **Action: Clerk**

9. S106 finances to fund zip wire and new bus shelter

Earlier that day an email had been received from Stuart Izzard at NHDC stating that NHDC were prepared to release developer contribution funds in support of both the Bus Stop and Zip Wire projects. £6,819.93 for the Bus Shelter and £8,076.45 for the Zip Wire.

10. To discuss potential funding for car park on the Rec.

Developer Contribution Funds for Barkway at NHDC were now fairly depleted. However as site BK1 was about to start it would be replenished in due course.

A recent meeting of the Car park Committee had concluded that the only option for parking was on the Recreation Ground and in front of the Pavilion. Concern still existed that it could compromise the viability of the Pavilion. It was suggested that an alternative would be a single strip of parking all along the western boundary of the Recreation Ground.

11. 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.

12. To propose and agree two new signatories for the bank accounts

It was proposed and agreed to appoint Cllr. Connolly and Cllr. Dennis. The Clerk to sort out the paperwork. **Action: Clerk**

13. AOB

Cllr. Davidson suggested that instead of a car park on the Rec. the Council could consider talking to Highways to see if some of the nearby roadside verges could be levelled and grass crete installed to enable parking off road. Cllr. Swann to check with Highways. **Action: GS**

It was noted that the Bookings Clerk and Cleaner at the Pavilion had given notice to leave. An advert to replace her needed to be put into the Diary and on the website as soon as possible. **Action: Clerk**

14. Date of next meeting

TBA

The meeting closed at 8.45pm