

## **Barkway Parish Council**

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

**held on Monday 13th May 2019**

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

**Held in the Reading Room on Wednesday 10th April 2019 at 7.30pm**

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

Cllr. Dr Giuseppe Frapporti

Cllr. Jackie Connolly

Cllr. Peter Baker

Clerk/RFO Catharine Toms

##### **2. Apologies:**

None

It was noted that Cllr. Dr Bob Davidson had resigned from the Finance Committee.

##### **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. as correct.

##### **4. To examine actual finances to 31st March 2018 against previously forecasted figures and review Budget for 2019/20**

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 31.03.2019 was £85,199.40 (including a petty cash balance of £25.00). Of this amount currently £39,383.13 was Push Energy Community Contribution fund.

Discussion took place regarding the high level of reserves currently held by the Parish Council (over £45k excluding Push Energy fund). Recent successful awards of grants and S106 monies had meant that Parish Council reserves had not been depleted by costs of recent projects as much as had been anticipated. Thought needed to be given to spending money on noticeable items within the Parish. Ideas were for more proactive maintenance of footpaths. Obtaining new play/exercise equipment in the Rec. It was thought that some of the reserve might be needed to fund legal costs if the Parish Council decided that it wanted a judicial review of the NHDC Local Plan. The cost of the

Neighbourhood Plan had been less than thought due to a successful grant application of £4k to Groundwork UK. Some unspent grant money (as at 31.03.19) would now need to be repaid and a new grant application could then be made for 2019/20. Reserves this year would be needed to fund the renovation of the Newsells War Memorial at a cost of about £4.5k. Some thought needed to be given to the presentation of the finances for the Annual Parish Meeting on 29th May. **Action: Clerk**

#### **5. 2018/19 costs for the Pavilion and Recreation Ground**

The net cost of the Pavilion was £3,598.29 for the year. This was £151.71 under budget for the year. Royston Town FC had decided not to re-new their contract with BPC. Cllr. Melson was currently in communication with the Herts Football Association for assistance to find another club to use the facilities. A condition of the grant award was that the facilities needed to be used by FA affiliated clubs who offered grass roots training. He was also making contact with other local clubs. There was a risk that if the facilities did not meet the conditions of the grant that it might become repayable. It was noted that there was an ongoing programme of maintenance in the Pavilion. The driveway had been tidied up and disabled access and parking put in. This had been largely paid for from S106 monies. A total redecoration of the interior was due to commence at the end of April. Bookings for the hire of the Community Room were steadily growing.

The Pavilion was currently benefitting from a 100% rates relief from NHDC amounting to £1,865.80 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 £402.62 for 2019/20.

#### **6. Pavilion Account fund raising balance**

This was £286.38. In the past year £120.00 had been spent on the advert in the Diary. It was considered that the profit from Bonfire Night of £407.04 should be transferred across into the Pavilion fund.

It was questioned whether it made sense to have a separate bank account for the Pavilion now. Historically this had been opened for the building project. It was agreed that it would be better to keep the money ring-fenced in the Parish Council main account (similar to Push Energy Community Contribution funds). **Action: Clerk**

#### **7. Push Energy Community Contribution balance**

The Push Energy Community Contribution fund, since the arrival of the 5th payment of £11,000, now had an unallocated balance of £39,273.99. There was allocated a £109.15 balance of grant awarded for the Pavilion. Ideas for projects would be invited from Parishioners at the Annual Parish Meeting.

#### **8. Reading Room Accounts to 31.03.2019**

The Reading Room accounts closing balance was £933.53. Following the records being audited the annual return for 2017/18 had been submitted to the Charity Commission by 31st January.

#### **9. 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.

**10. To propose new signatory for the bank accounts**

It was proposed and agreed to defer any decision on this until after the elections in May.

**11. AOB**

It was agreed that investigation would be made to find a suitable bank account that would earn interest on reserves currently held. **Action: Clerk**

**12. Date of next meeting**

TBA

The meeting closed at 8.20pm