

Barkway Parish Council

Appendix A - To the Parish Council Meeting

held on Monday 13th November 2017

Notes from the meeting of the Finance Committee

Held in the Reading Room on Thursday 12th October 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 September 2017, consider 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 30.09.2017 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.

As at 6 months through the year, forecast figures had been put in to meet budgeted figures for the year, apart from where actual income/expenditure in a category was known to be the only income/expenditure for remainder of the year.

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

The net cost of the Pavilion so far was £435.83 for the year. The Clerk had provided Cllr. Morss with a copy of the Pavilion and Recreation Ground accounts in order that he was kept fully aware of costs.

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 no decisions could be made on additional expenditure projects until it had been decided what to do about creating additional car parking for users of the Recreation Ground. It was noted that there had been a second meeting of the Working Party on Tuesday 12th September. Further to their initial idea of creating a car park directly in front of the Pavilion and Community Room, which had been rejected by the Parish Council as being detrimental to the future viability of the Pavilion due to loss of favourable aspect from there. The Working Party, having accepted the Council view as a valid comment, were now currently working on a couple of alternative proposals which it hoped to put forward to the Parish Council once all information had been gathered.

7. To consider quotations received for a line marking machine and decide on recommendation to Council on whether or not to purchase equipment

Following the Parish Council meeting on Monday 9th October where it was learnt that the new Grounds Man was now seeking alternative full time employment and in the event that he resigned as Grounds Man, the idea was put forward to consider outsourcing the line marking of the pitches and not go ahead and purchase a new line marking machine, the situation was discussed further by the Committee. It was agreed that line marking was just one of the tasks required of the Grounds Man and as such it left other tasks to still be covered. One solution, should favourable quotations be received to outsource the line marking, would be to employ someone else, working fewer hours, to carry out the other aspects of the Grounds Man job. It was agreed that it should not be within a Councillors remit to do these jobs on a regular basis, as had happened in the past. There would be a further update on the situation at the November Parish Council meeting.

8. Any other business

It was noted that another Finance Committee meeting would need to take place in early December to start preparing the budget for 2018/19 and Precept application for Parish Council approval at the January meeting.

12. Date of next meeting

Wednesday 6th December at 7.30pm in the Reading Room

The meeting closed at 8.20pm