

Barkway Parish Council

Appendix B - To the Parish Council Meeting

held on Monday 14th August 2017

Notes from the meeting of the Finance Committee

Held in the Reading Room on Monday 17th July at 7.30pm

1. Present:

Cllr. Dr Robert Davidson

Cllr. Dr Giuseppe Frapporti

Clerk/RFO Catharine Toms

2. Apologies:

Rev'd. Cllr. Sonia Falaschi-Ray (on holiday)

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 decide what to do about historic uncleared cheques - The clerk reported that there were 2 uncleared cheques outstanding which were uncashed return of deposits for hire of the Pavilion. 10.08.2015 £100.00 and 09.05.2016 £75.00. The Committee recommended that these were written back in as hiring income on the accounts. These cheques would be re-issued if requested at a future date. **Action: Clerk**

5. To examine actual finances to 30th June 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 30.06.2017 was £82,214.91 (including petty cash balances of £25.00 and £50.00). Of this amount currently £33,398.15 was Push Energy Community Contribution fund.

As this was only the 1st quarter, forecast figures had been put in to meet budgeted figures for the year. As the year progressed, this would change as information became available.

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

The net cost of the Pavilion so far was £327.12 for the year. The Committee asked if the Clerk could keep providing Cllr. Morss with a copy of the Pavilion and Recreation Ground accounts in order that he was kept fully aware of costs. **Action: Clerk**

7. Pavilion Account fund raising balance and discuss quotations received for curtaining and if some of this balance could be spent for that purpose with the remainder being paid out of other funds

The Clerk informed the Committee that she had received two quotations for the curtaining and blinds.

1) Direct Fabrics £1,254.45 - excl. VAT

2) Curtains Direct £1,286.95 - excl. VAT

She had previously emailed members of the fund raising committee to ask if they would approve expenditure for curtains from their balance in the fund raising account of £1,088.06. Only one member had replied giving approval. It was agreed that the Clerk would email again and ask if they would approve spending £800.00 and report back at the Parish Council meeting in August. If approved then a request would be made for the Parish Council to make up the shortfall amount.

Action: Clerk

8. 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 (the Clerk informed the Councillors that the project was currently out for tender) 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 was a meeting to set up the Working Party on Tuesday 18th July. The aim of the Working Party would be to come up with a workable solution, including costings, and put forward a proposal to the Parish Council.

9. Reading Room Accounts to 31.03.2017

The Reading Room accounts closing balance at 30.06.2017 was £1,636.00. The records for the year ending 31.03.2017 were currently being audited by Gordon Baker.

10. War Memorial renovation grant update

A grant of £7,220.00 had been awarded by the War Memorials Trust. The grant offer had since been accepted by the Parish Council, along with the terms and conditions. Universal Stone were the preferred contractors and their quotation of £9,617.29 had been accepted. There was still no news yet on the proposed start date. The Clerk to chase. **Action: Clerk**

11. AOB

None

12. Date of next meeting

TBA

The meeting closed at 8.30pm