

CAPEL PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE HELD ON 9 MAY 2016 AT 7.30 IN CAPEL PARISH HALL

Present: Mr Salter (Chairman), Mrs Schryver, Mr McLachlan, Mr Ball and Clerk.

1 Apologies for absence: Mrs Dale

2 Minutes of previous meeting: The minutes of the Finance Committee meeting held on 8 February had been agreed and signed at a previous meeting of the Parish Council.

3 Declarations of Interest: None

4 Matters arising:

- (i) A letter had been written to NS&I asking for a statement of the account as at 31 March 2016 which must be provided to the external auditors BDO together with the Annual Return before 20 June. NS&I had replied requesting updated information in relation to signatories on the account. It was RESOLVED that Amanda Schryver and Lesley Bignell and Kenneth Salter be signatories of the said Capel Parish Council NS&I Investment Account 138902314. The Clerk was asked to send the necessary documents to NS&I.
- (ii) Parish Office and Hall expenditure was discussed. The PWLB loan was £80,971.65 and the PC are contributing £10,000. Fixed repayments on the loan are £2,712.54 in May and £2,712.54 in November for 20 years unless repaid earlier. It was estimated that £80,912 will have been spent up to 16 May, the date of the next full Parish Council meeting. This would leave £10,059 available for acoustic baffle boards in the main hall, window blinds, and a projector. Mr Ball undertook to source the most suitable projector and it was agreed that the new equipment be trialled before any formal PC meetings.
- (iii) There was a discussion about demonstrating the Pear Access Cemetery programme to Abinger. Mrs Schryver will ask Mrs Coke to approve Capel's cemetery data which has been added to the Pear programme by their administrator.
- (iv) Following a site inspection by Councillors, it proved more economical to repair rather than replace the 3 external doors at Beare Green Pavilion. Repairs have been completed with marine quality ply, painted with appropriate weatherproof coating and drainage channels added above each door to assist water run-off.
- (v) Ditching works had been done on the Beare Green alongside Newdigate Road which now prevents flooding onto the road. Further drainage work will be undertaken to improve water run-off into the ditches and prevent waterlogging on the Green including the playing field area.

5 P&L Statement and end of year comparisons to 31 March 2016:

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|---|------------|
| Current account - reconciled balance at 30 April 2016 | £37,625.76 |
| NS&I Savings balance at 30 April 2016 | £47,979.47 |
| (VAT to be reclaimed as at 30 April: £12,747.37) | |

The following documents were presented to the meeting and discussed: P&L statement for the year to 31 March 2016 prepared by the internal auditor; Actual Income and Expenditure as at 31 March 2016 compared to Budget; Draft Budget for the year to 31 March 2017.

An internal audit had been conducted by the Parish Council's internal auditor Mr Cooke on 8 April and he had signed the Annual Return form to confirm this. The Annual Return will be completed by the Clerk and presented to the Annual Meeting of the Parish Council on 16 May. The document must be sent to the external auditors before 20 June. Accounting documents will be made available for public inspection at the Parish Office for a period of 30 working days commencing on 3 June and ending on 14 July 2016. Notices to this effect will be placed on noticeboards and on the PC's website.

- 6 Clerking arrangements:** Mrs Russell has been employed as Assistant Parish Clerk working 10 hours per week to assist Chapel Parish Clerk Mrs Bignell. Mrs Russell is also Parish Clerk for Holmwood Parish Council. The expenditure for two Clerks has been included in the Draft Budget. Mr Lachlan asked if the Parish Clerk would now be able to cut back her hours but this will not be possible until completion of the Neighbourhood Development Plan later in the year.

- 7 Additional budget considerations:** The ongoing expenditure in connection with a water easement installed without permission or payment on Parish Council land at Temple Lane was of continuing concern. This will be discussed at the next meeting of the full Parish Council on 16 May.

- 8 Date and time of next meeting:** Monday 12 September 2016 at 8pm.