

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on Thursday 10<sup>th</sup> June 2010 in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:**

Cllr B Bailey	Cllr J Bartley	Cllr M Holloway	
Cllr P Holden	Cllr. Mrs C. Holmes	Cllr Mrs A Peskett	
Cllr J Price	Cllr Mrs S Reynolds	Cllr Mrs P Yeo	

**OTHERS PRESENT:** Ms. J. Weedon (Clerk)

**APOLOGIES:** None

**Absent without apologies:** Cllr Mrs M Hall

**10/042 TO ELECT A COMMITTEE CHAIRMAN FOR 2010/11**

Cllr Mrs Angela Peskett was proposed, seconded and duly elected Chairman of the committee.

Voting: Unanimous

**10/043 TO ELECT A COMMITTEE VICE CHAIRMAN FOR 2010/11**

Cllr J Bartley was proposed, seconded and duly elected Vice Chairman of the committee.

Voting: Unanimous

**10/044 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**10/045 DECLARATIONS OF INTEREST**

None

**10/046 TO RECEIVE THE CLERK'S REPORT**

- a) **Grit Bins minute no 09/361 refers** – no further information at this time
- b) **Ward System minute no 09/413 refers** – No further information available
- c) **Homewatch Security Products minute no 09/409d refers** – No further information at this time
- d) **Standing Orders minute no 09/433 refers:** The working party has now considered the document and made various amendments. The document the working party wish members to adopt will be placed before the next meeting of the Parish Council.
- e) **Photocopier minute no 09/434 refers:** The new copier should be installed within the next 4 to 6 weeks.
- f) **Charge cards** – Charge cards have now been provided to the two groundsmen.

**10/047 TO RECEIVE FINANCIAL INFORMATION**

- a) To receive Financial Summary up to 31<sup>st</sup> May 2010 attached on page 704  
The Financial summary was reviewed by the committee and  
**RESOLVED that it be accepted.**
- b) To receive Budget Comparison up to 31<sup>st</sup> May 2010 attached on pages 705 - 706  
The budget comparison was reviewed by the committee and  
**RESOLVED that it be accepted.**

**10/048 ACCOUNTS FOR PAYMENT**

**RESOLVED that the accounts for payment be approved as attached on pages 707 - 708 of the minutes**

**10/049 POLICY FOR COMMUNICATING WITH PRESS AND MEDIA**

Members having previously seen a draft policy discussed issues relating to members making comments directly to the press. Members were informed that they cannot make comments to the press as a member of the public as they are always perceived as being Councillors. It was further discussed that if a press release is to be circulated that any quotes attributed to a certain members should be approved by that member prior to release. It was also acknowledged that when a press release is drawn up, a copy will be circulated to all members, for information only.

**RECOMMENDED that the Policy for Communicating with the Press and Media be adopted by the Council.**

Voting: Unanimous

**10/050 INTERNAL AUDITORS REPORT**

Members discussed the internal auditors report in relation to security of legal, confidential and financial records. A debate over who should have access to such information took place. Members felt that passwords for parish office computers, keys to the filing cabinets etc should be available in the event that both the clerk and assistant were unavailable.

Clerk to produce a proposal for the safe keeping and access of such information in an emergency.

Members also discussed the other issues raised on the report, all of which were noted. Thanks were given to the Clerk for keeping the records in good order.

Members also suggested that the internal auditor be asked to re-quote next year.

**10/051 TO RECEIVE CORRESPONDENCE**

None

The Chairman declared the meeting closed at 8.10 pm.

SIGNED ..... DATE .....  
Chairman of Finance and General Purpose Committee

**West Moors Parish Council  
Financial Summary – Cashbook**

Summary between 01/04/10 and 31/05/10 inclusive.

Balances at the start of the year	
Current	-£241.69
Deposit	£51,613.98
Petty cash	£23.41
Scottish Widows	£17,199.53
Scottish Widows - D. Harrison funds	£3,022.28
Total	£71,617.51

RECEIPTS	Net	Vat	Gross
Finance And General Purposes	£55,543.20	£50.79	£55,593.99
Amenities	£3,836.28	£3.72	£3,840.00
Total Receipts	£59,379.48	£54.51	£59,433.99
PAYMENTS	Net	Vat	Gross
Finance And General Purposes	£12,830.77	£174.13	£13,004.90
Highways and Environment	£1,602.75	£0.00	£1,602.75
Amenities	£7,096.78	£1,157.25	£8,254.03
Total Payments	£21,530.30	£1,331.38	£22,861.68

**Closing**

Current	£7,573.65
Deposit	£80,338.34
Petty cash	£56.02
Scottish Widows	£17,199.53
Scottish Widows - D. Harrison funds	£3,022.28
Total	£108,189.82

**Bank Reconciliation as at 30.04.10**

Scottish Widows a/c:	20221.81
Current a/c:	9281.42
Deposit a/c:	80338.34
Petty cash	56.02
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	109897.59
Less outstanding cheques	1707.77
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Total	108189.82

**West Moors Parish Council  
Financial Budget Comparison**

Comparison between 01/04/10 and 31/05/10 inclusive.

<b>INCOME</b>	<b>10/11 Approved</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Finance And General Purposes</b>			
1000 Precept	£95,439.00	£47,719.50	-£47,719.50
1010 Interest - Deposit Acc	£50.00	£4.86	-£45.14
1020 Interest - Scottish Widows	£100.00	£0.00	-£100.00
1030 General	£0.00	£0.00	£0.00
1040 Refuse Bag Sales	£1,300.00	£290.21	-£1,009.79
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£6,306.00	£6,306.00
1080 Youth Club (rent and water)	£50.00	£0.00	-£50.00
<b>Total Finance And General Purposes</b>	<b>£96,939.00</b>	<b>£54,320.57</b>	<b>-£42,618.43</b>
<b>Amenities</b>			
1100 Fryer Field Fees	£9,050.00	£2,061.28	-£6,988.72
1110 Cemetery Fees	£13,500.00	£1,775.00	-£11,725.00
1120 Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Amenities</b>	<b>£22,550.00</b>	<b>£3,836.28</b>	<b>-£18,713.72</b>
<b>Highways and Environment</b>			
1200 Highways Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Highways and Environment</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Daphne Harrison Subcommittee</b>			
6010 Interest - D Harrison	£0.00	£0.00	£0.00
<b>Total Daphne Harrison Subcommittee</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£119,489.00</b>	<b>£58,156.85</b>	<b>-£61,332.15</b>
<b>EXPENDITURE</b>			
	<b>10/11 Approved</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Finance And General Purposes</b>			
2000 Salaries	£45,498.00	£7,145.27	£38,352.73
2010 Employers Pension	£6,421.00	£1,048.76	£5,372.24
2020 Employers NIC	£2,500.00	£218.22	£2,281.78
2030 Expenses	£500.00	£46.60	£453.40
2040 Training	£850.00	£0.00	£850.00
2050 Office and Admin Costs	£4,250.00	£593.76	£3,656.24
2060 IT Costs	£550.00	£252.43	£297.57
2070 Insurance	£3,000.00	£2,736.86	£263.14
2080 Petty Cash	£550.00	£87.39	£462.61
2090 Professional Fees	£1,750.00	£470.00	£1,280.00
2100 Subscriptions	£1,220.00	£0.00	£1,220.00
2110 Purchase of Refuse Bags	£1,000.00	£231.48	£768.52
2120 Grants	£4,500.00	£0.00	£4,500.00
2130 Election Expenses	£500.00	£0.00	£500.00
2140 General	£300.00	£0.00	£300.00
2150 Advertising and Publicity	£700.00	£0.00	£700.00
2160 Website Development	£100.00	£0.00	£100.00
2170 Civic Events	£200.00	£0.00	£200.00
<b>Total Finance And General Purposes</b>	<b>£74,389.00</b>	<b>£12,830.77</b>	<b>£61,558.23</b>

**Amenities**

3000	Honorariums (gatekeepers)	£500.00	£0.00	£500.00
3010	Fryer Field Maintenance	£3,550.00	£876.81	£2,673.19
3020	Pavilion Running costs	£3,350.00	£0.00	£3,350.00
3030	Multi Use Games Area	£5,600.00	£196.34	£5,403.66
3040	Fencing	£600.00	£0.00	£600.00
3050	Fryer Field Play Area	£1,860.00	£25.00	£1,835.00
3060	Oakhurst Play Area	£860.00	£168.41	£691.59
3070	Skatepark Maintenance	£250.00	£0.00	£250.00
3080	Play Equipment	£5,000.00	£3,995.00	£1,005.00
3090	New Machinery and Equipment	£3,830.00	£870.97	£2,959.03
3100	Cemetery Costs	£200.00	£83.80	£116.20
3110	Cemetery Maintenance	£2,550.00	£460.02	£2,089.98
3120	Memorial Inspections	£500.00	£0.00	£500.00
3130	Lynch gate maintenance	£500.00	£0.00	£500.00
3140	Petwyn Maintenance/Improvements	£1,200.00	£20.43	£1,179.57
3150	Allotments	£2,000.00	£0.00	£2,000.00
3160	Tree Maintenance	£1,900.00	£400.00	£1,500.00
<b>Total Amenities</b>		<b>£34,250.00</b>	<b>£7,096.78</b>	<b>£27,153.22</b>

**Highways and Environment**

4000	Public Seats	£500.00	£0.00	£500.00
4010	Bus Shelters	£600.00	£0.00	£600.00
4020	Street Furniture (inc Dog bins)	£600.00	£0.00	£600.00
4030	General	£200.00	£0.00	£200.00
4040	Christmas Decorations	£3,500.00	£0.00	£3,500.00
4050	Welcome Signs	£0.00	£0.00	£0.00
4060	Hanging Baskets	£0.00	£0.00	£0.00
4070	Lengthsman	£3,120.00	£0.00	£3,120.00
4080	SID Hire	£0.00	£0.00	£0.00
4090	Dog Warden	£1,560.00	£1,602.75	£-42.75
<b>Total Highways and Environment</b>		<b>£10,080.00</b>	<b>£1,602.75</b>	<b>£8,477.25</b>

**Daphne Harrison Subcommittee**

6020	Grants from D Harrison	£0.00	£0.00	£0.00
<b>Total Daphne Harrison Subcommittee</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

<b>Total Expenditure</b>	<b>£118,719.00</b>	<b>£21,530.30</b>	<b>£97,188.70</b>
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Total Income	£119,489.00	£58,156.85	-£61,332.15
Total Expenditure	£118,719.00	£21,530.30	£97,188.70
<b>Total Net Balance</b>	<b>£770.00</b>	<b>£36,626.55</b>	

The £770 difference in the total net balance is due to £770 being allocated in the budget to go into reserves.

Net Income shown on Financial Summary	£59379.48
Net Income Shown on Budget Comparison	£58156.85

Difference of	£1222.63	This figure is the VAT reclaimed and paid to us so far this year. The budget comparison does not take VAT into account hence the difference in the net income figures.
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