

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 7<sup>th</sup> September 2015 at 7.30 pm in the Bush Room

**Present:** - James Sumner (JS) (Chair), Alison Peters (AP), Marcus Fry (MF), Mike Webb (MW), Steve Blick (SB).

Graham Smith (Clerk)

### 1. Apologies accepted for Absence

None

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

Cllr Paul Caddick

### 4. Declaration of Interests

None

### 5. Minutes of meeting held on 6<sup>th</sup> July 2015 and Matters Arising

#### 5.1. Approval of The Minutes of the meeting held on 6<sup>th</sup> July 2015

**15.059 Resolved:** The Minutes of the meetings held on 6<sup>th</sup> July 2015 were approved and signed by the Chairman

#### 5.2. Matters Arising – None

#### 5.3. Outstanding Actions - (Clerk) reviewed previous meeting actions and confirmed all had been completed. (Clerk) confirmed that cost of purchasing a bollard at the gate to the Jubilee Field would be £120 but installation charges would be in region of £800 - £1,000, but was uncertain that a formal three quotation process was required as he had been under the impression that councillors agreed that the new secure chains and padlocks would suffice in light of the precedent set previously by the efficient removal of travelers by the police due to committing criminal damage upon entry.

### 6. Matters Arising from Committee Reports

#### 6.1. Planning Committee – None

#### 6.2. Footpaths & Allotments Committee – (MF) proposed that the committee consider repeating the action taken by the Parish Council relating to finances associated with the 2016 community walking calendar and requested a Parish Council contribution of £100 and to allow payment for the printing of the calendars through (MF's) councillors expenses to be repaid once commercial sponsor cheques are received and calendar sales commence. (AP) seconded the proposal and Cllrs approved unanimously.

**15.060 Resolved:** The Finance Committee approve a contribution of £100 toward the expenses of producing the community walking calendar and to allow payment for the printing of the calendars through (MF's) councillors expenses to be repaid once commercial sponsor cheques are received and calendar sales commence.

#### 6.3. Playing Fields & Open Spaces Committee – None

## 7. Financial Reports

### 7.1 Finance Report July & August 2015

(JS) requested that (clerk) clarify the -£50 expenditure showing on the S137 payments. (Clerk) explained that this represented an uncashed cheque reversed out from the accounts.

(JS) requested that (clerk) clarify the £175 payment made to SGC under election expenses. (Clerk) explained that this was a fee made by SGC for uncontested election expenses.

All reports are filed separately and not included in meeting notes.

**15.061 Resolved:** The financial reports for July and August as presented were accepted as accurate.

## 8. Financial Matters

### 8.1 Changes to HMRC PAYE submissions process

(Clerk) informed councillors the process involved in quarterly payment of tax & NI to HMRC and the submission process to HMRC which takes place monthly. (Clerk) had followed the same process of submitting the monthly submissions after council meetings (in case of any unforeseen problems) and performed the submission when the HMRC program was next accessed as usual. This process had been executed in the same way for many years. However, (Clerk) received a fine from HMRC for untimely submission (a policy which had been introduced by HMRC at April 2015). Clerk had not been informed of this and appealed against the fine. (JS) was concerned of this action by HMRC and requested that (clerk) investigate whether other parish councils had experienced similar.

**F150907-01:** Investigate whether other parish councils had experienced a similar experience with HMRC.

**Action to Clerk**

### 8.2 Insurance renewal (quotations attached)

(Clerk) presented quotations for the annual parish council insurance premium. Three quotations had been obtained by the broker Came & Company of which clerk presented the cheapest. An alternative was presented by Zurich (which did not use the services of a broker). (JS) observed that the difference was small enough to warrant the small additional expense to use the services of the broker as this would be recouped in time savings against (clerk) involvement. (MF) observed that a three year option had been presented by Zurich and not by Came & Co and requested that (Clerk) investigate this option.

**F150907-02:** Investigate a three year insurance option with Came & Co. and obtain revised quotation.

**Action to Clerk**

## 9. Authorisation of Payments

### 9.1. Payments made 3<sup>rd</sup> August 2015 - Payments signed by Cllrs James Sumner & Mike Webb

Details	Ref.	£
Grounds Maintenance Contract - July	2583	1,212.20
Photocopy & Printing	2584	30.30
Secure Chains & Padlocks	2585	42.89
Litter Bin Empty – June/July	2586	66.10
Room Hire & Storage	2587	86.38
Cemetery Water Charges (half year)	2588	19.97
Total Payments		£1457.84

9.2. Payments made 17<sup>th</sup> August 2015 - Payments signed by Cllrs James Sumner & Mike Webb

	2589	92.72
Salary – Inspection / Clean	2590	169.60
Clerk – Salary & Expenses	2591	1223.55
Qtrly Line Rental, Broadband & Calls	2592	173.80
Uncontested Election Fee	2593	175.00
Total Payments		£1,834.67

9.3. Payments made 7<sup>th</sup> September – Payments signed by Cllrs Alison Peters & Mike Webb

Details	Chq. no	£
Grounds Maintenance Contract - Aug	2594	1320.20
Localism - highway land & dog bins Q2	2595	1295.64
S137 payment – Poppy wreath	2596	75.00
Late submission penalty	2597	200.00
Play area – wasp nest treatment	2598	68.00
Total Payments		£2,958.84

## 9.4. Recent Receipts

Details	Ref.	£
Internment cremated remains–Plot 58	Inc2544	176.00
Annual Interest	T/fer	450.00
Final Payment for Pitch Hire 2015	Inc2545	229.60
Gross Interest	T/Fer	3.78
Total Receipts		£859.38

**10. Correspondence**

11.1 (Clerk) had received an email from St Helens PCC relating to action PC150615-02 (Investigate and endeavour to establish a solution relating to the cessation of flag flying at St Helens Church.) Further to discussions (clerk) had informed the St Helens PCC that consideration would be given to assist with finances relating to the implementation of safety measures around the bell tower / flag mast. The PCC informed Cllrs that further information would be presented when available.

11.2 (Clerk) informed councillors that he had received an email from Morrison Utility Services (Western Gas Alliance) relating to replacement of gas pipes around Alveston over the coming year and a request to use a parking bay located at Underwood Close for storage. Councillors were surprised with regard to the short notice served relating to this request and confirmed that the area in question is not the responsibility of the Parish Council. However as representatives of local residents the Parish Council would not endorse the use of this area as a storage area. The reasons for this are as follows: -

1. The area in question is a parking bay for local residents
2. The surrounding area, being close to a school and community hall (particularly during term time), is stretched for parking places and local residents should be given priority.

3. The surrounding accommodation is mainly inhabited by elderly people and the Parish Council concerned with regard to safety, particularly with increased heavy plant and traffic movement.
4. The tranquillity of the area will be disrupted particularly with regard to early morning starts (bearing in mind this area is predominantly inhabited by Senior Citizens).

**11. Website**

None

**12. Any other business****12.1 Financial Impact of prevention of travellers (Down Road)**

Cllrs agreed that this item is to be initially discussed at the Playing Fields and Open Spaces committee meeting.

Meeting Closed – 20.00

**The next meeting of the Finance and General Purposes Committee is on  
Monday 5<sup>th</sup> October at 7.30pm.**