

WINTHORPE WITH LANGFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee held on Thursday 21st January 2016 in the Village Hall, Winthorpe

Present – Mr A Leary (Chairman), Mr L Cammack, Mr R McClymont, Mr B Wright, Mr D Richardson (Auditor), Mr D Aldridge, Mr P Farmer, Mr M Kneen and Mr R Allen

Clerk – Mrs S Sillery

Apologies – Mr G Thompson

Declaration of Interest – None

Minutes of the Last Meeting

Minutes of the last meeting held on the 15th October 2015, copies of which have been circulated, were taken as read and approved. Proposed by Mr D Aldridge and agreed by all members.

Matters Arising from the Minutes

Clerk confirmed that the VAT had been reimbursed for the period April – September 2015 in the sum of £1,360.42.

Mr Leary reconfirmed the decision to keep the External Auditor even though given the size of the Parish Council, it was not mandatory. Mr Duncan Richardson has agreed to continue as our internal auditor. Mr Richardson and Mrs Sillery are to have a meeting to ensure that current procedures are being carried out correctly. Mr Leary requested that Mr Richardson attend four finance meetings per year and was welcome to attend the Parish Council Meetings as well. Mrs Sillery is to ensure that Mr Richardson receives minutes and agendas of all meetings.

The items raised by the External Auditor have been addressed, ie reclaiming of VAT, grass cutting and events monies. Mr Leary confirmed that it would be good to have Mr Richardson's confirmation that these issues are now being properly dealt with.

Precept – it was agreed to discuss this in the main meeting.

Mr Cammack fed back in relation to the Santander Bank Property Trust accounts. Mr Cammack confirmed that he is now a signatory and we just need to sort out some photo ID for Mr Allen to enable him to become a signatory alongside Mr Cammack and Mr McClymont. Mr Allen will ensure that he gives a copy of his photo driving licence to Mr Cammack who will then resolve the matter with Santander.

There are two Property Trust accounts with Santander, the smaller of the two having been discovered last year. The balances are £492.96 and £6,795.54. Mr Cammack suggested that it would be sensible to put the two accounts together for simplicity as the smaller account has not been used for a number of years. This was agreed and Mr Cammack will arrange for the closure and transfer of the smaller account into the larger one.

Mr Leary asked about how the collection of the tree monies was progressing. Mr Aldridge confirmed that Mr Stephen Jackson's was outstanding as his cheque was not signed and therefore not able to be banked. Also the monies from Coddington Parish Council are also outstanding and Mr Aldridge will chase this. Mrs Dobson has paid the money she was owing.

Mr Cammack informed the committee that Mr Jackson is in very poor health and is currently in a Nursing Home. It was agreed to write a letter to him thanking him for all his effort and hard work over the years. At a later date it was felt that a plaque in recognition of his work should be erected. Mr Cammack will write to Mr Jackson.

Mr Cammack discussed the purchasing of the defibrillator for the village. The funds that we have thus far are £200 from the Festival, £70 donation from the Community Centre and the £1,395 raised at the 70's disco. The cost of the defibrillator is £1,195 plus VAT = £1469 therefore we have a deficit of £74. Mr Cammack proposed that he purchase the defibrillator using his credit card and then the Parish Council reimburse him. The invoice for the defibrillator will be made to the Parish Council and the Council will be able to reclaim the VAT. It was agreed that this method of payment would be in order, as long as the invoice is addressed to the Parish Council. Once the VAT has been reclaimed, there will be a surplus and Mr Cammack proposed that once all costs have been covered, any monies left should be donated to the Babbert Fund.

The defibrillator is to be mounted in a secure safe the outside of the village hall. Mr Cammack has spoken to Mr Woodcock from the Village Hall Committee about this. The safe will need to be wired up and Mr Cammack will get a quote for this. Mr Cammack and Mr McClymont have had a meeting with the Village Hall Committee and they are in agreement to this. There will be a code to enable access to the defibrillator which the Councillors will be made aware of. Anyone in the village needing to use the device should ring 999 and they will then be given the code to enable them to open the secure safe.

Mr Allen confirmed that there would be a First Aid Course at the Community Centre on 9th March 6.30-9.30 run by Community First Aiders. There is no charge for the course and anyone is welcome.

Quarterly Accounts

A copy of the accounts October to December was circulated and discussed. Mrs Sillery went through the accounts and confirmed the transactions and balances.

Balances – Current A/c £5,753.96

Festival A/c £611.85

Holding A/c £6,242.39

Events A/c £1,152.05 – two cheques are not yet cashed, WCTFC (£50) and Winthorpe School £100

Any Other Business - None

Meeting Closed 7.30 pm

Actions

Mr Allen to let Mr Cammack have his driving licence for the purposes of adding him as a signatory to the Santander Account.

Mr Cammack to arrange the closure and transfer of the smaller Santander account into the larger one.

Mr Aldridge to chase the tree payment from Coddington Parish Council

Mr Cammack to write to Mr Stephen Jackson.

Mr Cammack to purchase Defibrillator and arrange installation.

Mrs Sillery to arrange to meet Mr Richardson to conduct mini audit to ensure all processes are in place and correct.