

KIRDFORD PARISH COUNCIL

Minutes of the Finance Committee Meeting held in the Kirdford Village Hall, Kirdford on Wednesday, 7th October, 2015 commencing at 6.00 p.m.

Present: Cllr. Mrs. A. Gillett (in the Chair)
Cllr. Mr. I. Campbell
Cllr. Mrs. K. Fenney
Cllr. Mrs. J. Robertson

1. **APOLOGIES FOR ABSENCE.** Apologies for absence had been received from Cllr. Mr. J. Ransley (on holiday).
2. **TO RECEIVE DECLARATIONS OF INTEREST.** There were no declarations of interest from Members.
3. **TO REVIEW AND MAKE RECOMMENDATIONS ON MANAGEMENT ACCOUNTING PRACTISES TO ENSURE CLARITY AND FEASIBILITY TO MEMBERS REGARDING THE ONGOING FINANCIAL POSITION.** Cllr. Mr. Campbell explained that the Council had been approving expenditure without knowing where those funds were coming from. Despite the schedule that was produced members were saying items could come from the Village Improvement Fund whereas those funds were no longer available. In future when unbudgeted expenditure is taken from any particular reserve, such funds should immediately be moved in order to be able to see that the fund had diminished straight away.
 - (a) **The role of the Finance Committee in respect of non-budgeted expenditure requests – source of funds/movement from reserves.** There should not be a huge amount of unbudgeted spend, but if there was whoever was proposing this should put in their paper that they had spoken with the Chairman of the Finance Committee and it had been agreed to take this from a specific fund, therefore the Council would no longer be able to do whatever those funds had previously been agreed for, i.e., were going to demolish the pavilion, but going to have new play equipment instead.
 - (b) **Management accounts – content/format/frequency.** These should be produced monthly. Cllr. Mr. Campbell suggested he arrange for a spreadsheet to be produced with headings Budget; Balance carried forward; Budgeted Income; Budgeted Expenditure; Actual Income; Actual Expenditure; Forecast; Comment Column. Reserve Accounts should be split from Revenue Accounts and there should be a separate section for Project Accounts. It was **AGREED** that he should get this set up.
 - (c) **Review of the 2016/17 budget including commitments already made/3-Year Business Plan.** Earlier in the year it had been agreed that there was a need for additional staffing hours and hence that budget would have increased by approximately £17,000 this financial year. However, as the Deputy Clerk had left and it had not yet been possible to employ a new one, there was likely to be a saving of about £11,000. There was likely to be additional expenditure in relation to Crouchland in the order of £3,500, but some should be kept in reserve. Once produced the new schedule would be issued to everyone and it was hoped that this would be simpler to understand. Therefore it would now be possible to spend £7,000 on play equipment.

Cllr. Mr. Campbell explained that Plaistow and Ifold Parish Council had expended some £19,000 and the Clerk had gone through what this Council had expended or agreed to pay. There was the pledge of £5,000 which would be needed for the appeals and a lot more would be required for this, but not from the Parish Councils. There would be no further liability on the Parish Councils other than to undertake fundraising as the appeals could cost £40,000 -£50,000 including the cost of specialist consultants. Plaistow and Ifold Parish Council was talking to other Parish Councils.

Cllr. Mr. Campbell advised that there had been yet another pollution incident and it had been decided to pump excess water through the ditch system to the River Kird.

The Play Equipment phase 2 would include removal and replacement and be included in next year's budget. The Clerk should produce a paper for the next Council meeting.

It was suggested the 2016/17 Budget should include :-

- Play equipment phase 2
- Queen's 90th Birthday Celebration £500.
- Great Common football pitch £500.
- Planning consultancy to challenge any possible Cala appeal for the Plaistow Road site
- Flooding £5,000.
- Realistic salaries for the staff.
- Website development and optimization
- What projects doing next year from the three-year Business Plan.
- Football pavilion.

At the next meeting of the Finance Committee there was a need to study the three-year plan in order to know what needed to be included and there was also a need to update the projects and priorities list.

There needed to be a separate meeting of the Full Council on the Three-Year Business Plan in order to suggest a detailed plan for year one and carry forward what not done this year. An electronic copy of the Three-Year Business Plan should be sent to all members.

There being no further business the meeting closed at 7.30 p.m.