

**MINUTES of the GREAT BUDWORTH PARISH COUNCIL FINANCE
COMMITTEE MEETING
held at the PARISH HALL at 7.00 PM on MONDAY 5th September 2016**

Opened at 7:00pm

1. Welcome and record attendance

Present

Chairman H Brudenell

Council Members P McAndrew, M Kershaw, H Forwood, M Torrance,

Also present

Clerk C Marshall

Public 0

2. Apologies R Collier, A Lee, L Hopkinson,

3. Declarations of Interest

None declared

4. Representation from the public

None

5. Financial Regulations (Appendices 1)

It was resolved that the updated Financial Regulations be accepted and adopted. Agreed by all.

6. 2016/17 Budget

(i)Clerk advised that:

- all monies from Red Production for filming within the village have been received to the sum of £1250.
- the Parish Council are now paying a pension contribution to their employee.
- the Parish Council is on budget for 2016/17 spend to date.
- Parish Council has both a working and bank balance of £14, 801.52. (Appendices 2)

(ii)BDO Audit of the Parish Council Accounts for 2015/16 (Appendices 3)

The Finance Committee noted the comments outlined in the Audit and agreed that they would ensure a formal risk assessment is carried out yearly and that all figures included on future audits are inputted in the correct boxes and that all amounts inputted are correct.

(iii)Parish Hall Wifi

From October 2016 the Parish Hall Committee take over the payment for the parish hall wifi. Making a saving for the Parish Council of £357 for the remaining financial year and £612 in total yearly.

7. Payments

(i) All payments outlined on the Budgeting Sheet approved by all. (Appendices 4)

(ii) Parish Hall Roof

The Finance Committee reviewed the 3 quotations provided by the Parish Hall Committee for the repair to the roof of the Parish Hall. (Appendices 5)

The Parish Hall Committee have indicated their preferred contractor is Turners. Concerns were raised by the Finance Committee due to the length of time this particular company have taken to complete the repairs to the Top Pumphouse on behalf of the Parish Council.

The Clerk advised that the 3 quotations provided do not meet the obligations of the Parish Councils Financial Regulations due to the dates they were issued (2014, 2015 and 2016 respectively)

The Finance Committee agreed that they had a legal obligation as the owner and landlord of the parish hall to repair the parish hall roof.

The Clerk further advised that if the Parish Council receives a donation from the Parish Hall Committee for the sum (or part sum) of the cost of the repairs to the parish hall roof and then pays for the work to be undertaken from Parish Council funds and subsequently claims the VAT back for this work. They are doing something that they are not legally empowered to do as any monies received by the Parish Council from a tenant would be viewed as additional rent this is based on the advice received from Steve Parkinson the National VAT Adviser for the Society of Local Council Clerks and Jackie Weaver of the Cheshire Association of Local Councils.

The Finance Committee resolved that Councillor Brudenell would discuss the Parish Councils concerns regarding the dates of the quotations, the Parish Hall Committees preferred contractor and their concerns regarding the reclamation of the VAT with the Chairman of the Parish Hall Committee and then share the outcome with fellow Councillors.

The Finance Committee resolved that once all matters outlined above have been resolved with the Parish Hall Committee they wish to proceed with ordering the work for the roof repairs and to meet the cost with the supported of donations received by local organisations.

The Finance Committee resolved to revisit the reclamation of the VAT for the repair work and make a formal decision on how they wish to proceed with this matter at a subsequent Finance Committee/Parish Council meeting.

8. Parish Council Insurance

It was agreed and accepted by all that the Parish Council should enter into a 3 agreement with Hiscox for the sum of £636.26 per year.

Clerk to advise Came and Company Insurance Brokers.

9. Saltscap

The Clerk advised that the application has been delayed but will be submitted in the next 2 weeks.

10. Online Banking

The Clerk advised that herself and Councillor Brudenell now have access to the online banking facility for the Parish Council bank accounts.

Closed 7.55 pm

Signed as a true record

**Chairman of the Finance Committee
7th November 2016**

Caroline Marshall, Clerk to Great Budworth Parish Council
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Initial of Chairman: