

**MINUTES of the GREAT BUDWORTH PARISH COUNCIL FINANCE
COMMITTEE MEETING
held at the PARISH HALL at 7.00 PM on MONDAY 7th November 2016**

Opened at 6:50pm

1. Welcome and record attendance

Present

Chairman H Brudenell

Council Members P McAndrew, M Kershaw, H Forwood, M Torrance, R Collier, A Lee

Also present

Clerk C Marshall

Public 0

2. Apologies L Hopkinson,

3. Declarations of Interest

None declared

4. Representation from the public

5. Approval of the Meeting Minutes for the Finance Committee Meeting held on the 5th September 2016.

Minutes signed and approved as a true record.

6. Budget

(i) To review the budget for 2016/17 against spend to date (Appendices 1 and 2)

Clerk updated that:

- Spend to date is on track.
- £1000 has been received in error from Paranoid productions and needs repaying (Payment agreed by all)
- There are ongoing issues with BT re: the Broadband in the Parish Hall - they have failed to cancel it as requested and have overcharged the Parish Council - it will now be the 21st November when the account is closed – Clerk is liaising with BT regarding any overpayments that may have been made by the Parish Council.
- Spend to date on the prepayment card: £22.48.

(ii) To agree and approve payments

Resolved that all payments outlined on the budget spreadsheet be approved (Appendices 1)

(iii) To resolve the matter of reclamation of VAT in relation to the Parish Hall roof.

Cllr Brudenell confirmed that a cheque for £3888 has been received from the Parish Hall Committee for the Parish Council for the 30% deposit for the parish hall roof repairs as requested by Turners.

It was agreed that to adhere to good governance and transparency the Parish Council should consider carefully the subsequent reclamation of VAT against the parish hall roof.

Initial of Chairman:

A concern was raised as to whether planning permission would need to be obtained for the roof repairs – Cllr Brundell confirmed that planning consent is not required.

Resolved that:

- 1. the Clerk will pay Turners the deposit of £3888 via telephone banking as soon as possible from the Parish Council Bank Account.**
- 2. the monies for the parish hall roof repairs will be vied from the reserve budget and added under General Maintenance on the 2016/17 budget**
- 3. the Clerk will pay the final amount from the Parish Council bank account to Turners on completion of the work.**
- 4. Cllr Brudenell will have a definitive answer regarding the reclamation of VAT for the next Finance Committee meeting on the 16th January 2017.**
- 5. the Clerk will request from Turners prior to any work being undertake a copy of their Public and Employers Liability Insurance Certificate, a written risk assessment and method statement and confirmation that they are fulfilling their role as principal designer and contractor under the CDM.**
- 6. Cllr Collier will monitor the progress of the work being undertaken with the assistance of Keith Brudenell.**
- 7. contact will be made with the Clemontsons whose property backs onto the parish hall prior to work commencing.**

(iv) District Councillors Members Budget for 2016

It was resolved that:

- 1. Parish Councillors should send to the Clerk any project proposals they may have along with detailed costings.**
- 2. the Clerk will research possible sources of project funding.**

(v) To discuss the 2017/18 Parish Council budget. (Appendices 3)

It was noted that the anticipated income for 2017/18 is significantly lower than previous years which will lead to a greater emphasis on receiving grant funding for any future projects to be undertaken.

It was agreed that the Parish Council will aim to not increase the parish precept in 2017/18.

It was resolved that:

- 1. that a sum of £235 be added to the 2017/18 budget against the Top Pumhouse repairs due to an underspend on the repairs in 2016/17.**
- 2. that the Clerk will re-issue to Councillors the report completed by Steven Jennings on the parish council assets and leases with a view to Councillors reviewing the lease agreements in 2017.**
- 3. an emphasis should be placed on encouraging community volunteering.**
- 4. the Clerk will contact Cheshire West and Chester Council regarding provision of dog fouling signs prior to a budget being considered in the 2017/18 budget for replacement signs.**

7. Saltscap

Clerk confirmed that the application was submitted in September 2016 but that no further update has been provided to date on the application. *Clerk to contact Saltscap again regarding the application status.*

Closed 7.40 pm

Signed as a true record

**Chairman of the Finance Committee
16th January 2017**

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