

GREAT WALTHAM PARISH COUNCIL

Report of the Finance and General Purposes Committee Meeting held on Monday 27th April 2009 at Great Waltham Village Hall

1. Record of Members present

Chairman: Mr Micklem

Councillors: Mrs Dickinson, Mr Jackson and Mr Greenwood.

2. Apologies for Absence

Were received from Mr Braisby and Mr Blaber.

3. Declarations of interests (existence and nature) with regard to items on the agenda.

No interests were declared.

4. Public Participation session with respect to items on the agenda.

There were no members of the public present at the meeting.

5 Parish Council Accounts as at 31st March 2009.

These were presented, discussed and agreed.

The following report was given:

General Account

1. Additional income from VAT refund was £642 in view of additional expenditure on VAT-able items.
2. Additional income from EALC grant for display screens (£227.50) and a donation from Friend's of Great Waltham and Ford End Churches (£150) has been spent on part payment for public address system.
3. Prize Money from RCCE Best Kept Village Competition (£150) and a voucher value (£500) were spent on the project to illuminate the oak tree at Banbury Square over the Christmas period.
4. Vouchers for tree purchase (£50) have been used to plant an oak tree at Penden Hill Corner.
5. A grant has been received for half the cost of the mini soccer goalposts for Ford End Playing Field £225.
6. A grant of £170 has been received from CBC to pay for the kartaway used for the Parish Clear Up project.
7. £1685 has been transferred from the General Reserve to cover the costs of ground-works at Ford End Playing Field – as agreed by the Finance and General Purposes Committee on 6th October 2008.
8. The following differences between the budgeted figure and the actual expenditure of over/under £100 are listed below.

Heading	Actual Under spent	Actual Overspent	Comments
PAYE/NIC Deductions	£194		Based on deductions made.
Payments to Inland Revenue		£299	Increase in Clerks Salary has increased NIC contributions
Administration Expenses	£160		Based on spending levels
Insurance Premium	£182		Saved by EALC negotiation
Conference Fees/Training	£450		No training courses demanded
Grants Donations & Loans		£239	Grants made to Maypole £20, Fun Run £80 – Safety Railings £189
Hedgecutting	£140		Programme completed contingency not spent
Old Peoples Christmas Parcels	£107		Goods and number of parcels lower than estimated
Provision Repair and Maintenance of Recreation Equipment		£166	Repairs cost more than anticipated
Legal Fees	£300		Contingency sum not required
Provision Repair and	£237		Contingency sum not required

Maintenance of Fencing, Gates, Notice Boards and Seats			
VAT Suffered		£1724	Additional expenditure on VAT-able items (e.g. DSD Smiley equipment)
Provision for Handyman	£667		Contingency for new equipment not required.
Bus Shelter Repairs	£700		Contingency sum not required
Parish Plan	£1000		Parish Plan not yet ready for publication
Tree Maintenance	£165		Contingency not required
Loss from Changing Rooms	£814		Not as high as budgeted savings made on redecoration/maintenance £160: Safety Audit £186: Insurance £127 (due to EALC negotiations) and income £350 higher than anticipated.
Amplification Equipment		£354	See note 2 above
Neighbourhood Watch	£100		No requirement for funding.
Office Equipment	£165		Contingency sum not required
Maintenance of Playing Fields		£1685	See note 7 above
Christmas Tree Lights		£177	Funded from Best Kept Village Prize Money (see Note 3 above)
Publicity/Communications	£600		Decision not to publish anything other than annual report.

RECOMMENDATIONS

1. Recommend that £500 of surplus carried forward £6087.96 should be allocated to the Parish Plan.
2. Recommend that £200 of the surplus carried forward be allocated to conference fees/training budget to address the insufficient funds for training.
3. Recommend that the budget in 2009/10 for Old Peoples Christmas Parcels be moved to the General Reserve.

Clerks Gratuity Account

As at 31st March 2009 actual figures indicate a shortfall from the required 2 x Clerks Salary (£18,972) of £3103.

RECOMMENDATION

1. Recommend that Transfer to Clerks Gratuity Account £2000 as budgeted in the 2009/10 budget be executed. It was agreed that this be kept under review to see if a further transfer could be made later in the year.

General Reserve

As at 31st March 2009 the balance carried forward is £92 as a result of the transfer of funds to the general account to cover the ground-works at Ford End.

RECOMMENDATION

1. Suggest that Transfer to General Reserve of £1000 as budgeted in the 2009/10 budget be executed.

Capital Works Account

See separate report below.

RECOMMENDATION

Recommend that £359.62 of the £459.62 raised by the Youth be placed in a separate account for ease of reference.

Allotment Account

The balance carried forward is estimated to keep rising as full allocation of allotments attracts more income from rents received.

Changing Rooms Account

See summary in report on General Account.

6. To sanction the transfer of £50 from the general reserve for expenditure on groundwork at Ford End Play Field which was urgently required and to consider a further grounds maintenance budget of £100 for rolling Great Waltham Recreation Ground.

It is recommended that the following transfers be made from the balance carried forward as at 1st April 2009 to the 2009/10 budget.

£50 for expenditure on groundwork at Ford End Playing Field.

£100 for expenditure on rolling Great Waltham Recreation Ground.

£150 for canvas recyclable bags- re gift for Twinning exchange.

7. Outstanding Accounts.

The clerk reported that there was one invoice - number 443 to Essex Police in respect of the grant towards the youth Shelter which remained outstanding. The clerk was chasing payment.

8. To review Capital Works Provision, and the funding of the programme

The Capital Programme was reviewed and approved as follows:

Latest Proposed Programme

Project Description	Estimated Cost.	Anticipated Grant	Parish Council Funds	Year for work	Funding Method
Play Equipment, Great Waltham	£21000	£15000	£6000	2009/2010	£15000 Community Initiative Fund (Youth) £6000 Capital Works Account
Youngsters Equipment – Youth Shelter	£7570	£5456	£1514	2009/2010	£4785 Essex Environment Trust £671 Essex Police £600 Local Youth £1514 Capital Works Account
Speed Management Device	£4443.80	£2943.80	£1500	2008/9	£2943.80 Essex County Council – Highways
Additional Battery for Device	£110.78		£110.78	2008/9	£1,500 Capital Works Account
Community Focus Point Project – Feasibility Study	£9476	£7988.00	£1488.00	2009/2010	£6500.00 Essex County Council £1488.00 Great Waltham Village Hall Committee £1488.00 Capital Works Account
Total	£42639.80	£31387.80	£10652.00		

Summary of Expenditure from Capital Works Account

Amount Spent from Capital works account during 2008/9 £6564.88

Speed Indicator Device £4554.58 (Grant from ECC £2943.80)

Storage Container £2010.30

Balance on Capital Works Account as at 31st March 2009 £17,397.59

Estimated Expenditure 2009/10 £38046 (Grants acquired total £28,444) Expenditure by

Parish Council from Capital works account in 2009/10 £9602

Estimated balance as at 31st March 2010 £7559.27

9. Report on outstanding loans

There were no outstanding loans to or from the Parish Council

10. To review the effectiveness of the Council's internal audit arrangements and the accounting records and control systems. (Note – this is required as part of the Annual Governance Statement which will be signed at the 19th May meeting.

The Committee reviewed the Internal Audit Schedule of works and agreed that the Council's internal arrangements and the accounting records and control systems, were effective and that the Annual Governance Statement could be signed to this effect.

11. To consider the review the Standing Orders of the Parish Council (Mr Jackson).

The clerk reported that a revised edition of the draft Standing Orders produced by National Association of Local Council was still not available. This edition would contain all the latest legal and recommended standing orders. It was agreed to await the publication of the recommended Standing Orders before reviewing the Great Waltham Parish Council Standing Orders.

12. To assess and discuss the Risks facing the Parish Council

The Annual Risk Assessment Review took place and the schedule of risks was reviewed.

13. Review of Insurance Policy

The invitation renewal from Allianz Insurance was reviewed. No changes were found to be required. It was noted that in agreement between ECC/EALC that 15% would be deducted from the premium.

It was agreed to verify that the public liability indemnity limit was £10,000,000.

14. To check, confirm and sign the latest Bank Reconciliation

The bank reconciliation was checked, confirmed, and signed.