

Minutes of Finance Committee Meeting held on Wednesday 25th June 2014 at 3.30 p.m. in the Uplyme Village Hall

Present: Cllr Whiting (Chairman), Cllr Garland.

1. **Apologies for absence:** Cllr Brown was waiting in for a tradesman.
2. **Minutes** of the last Finance Committee meeting, held on Wednesday 4th December 2013, were taken as read, and approved (proposed Cllr Garland, seconded Cllr Whiting.) The Clerk had omitted to bring the printed copy, which will be signed at the next meeting.
3. **Declarations of interest:** none.
4. **Estimates:** It was resolved unanimously to accept two estimates for works in the children’s playground, having reviewed two submissions for each part of the work (proposed Cllr Garland, seconded Cllr Whiting).
 - a. W Mayers’ quote in the sum of £2,147.34 for the fencing.
 - b. J Booth’s verbal estimate of a maximum of £1,000 (up to 4 days @250/day) which was within the amount sanctioned by the Council. Written confirmation will be obtained as soon as possible.
5. **Internal audit.** The internal auditor’s recommendations were reviewed and where necessary, a timetable for action was drawn up.
6. **Draft licence** for playground. The Clerk in her role as RFO recommends that no further grant is given to KGV after the 2015 election and instead, a licence fee is instituted to regularise the Council’s use of the land and protect its assets. The Committee amended the draft licence prepared by the Clerk and will recommend this to the Council at its next meeting. If accepted, the document will be sent to the KGV Chairman later in the year for comment and action.

The meeting closed at 4.45 p.m.

Signed: Date:
 (Chairman)

Draft Licence agreement**Date:** dd mmm yyyy**Parties:**

1. King George's Field, Uplyme (Fields in Trust), hereinafter known as "KGV".
2. Uplyme Parish Council, hereinafter known as "the Council".

The agreement

1. In consideration of the licence fee of £500 per annum, KGV will permit the Council to use the land described in schedule 1 for the purposes of a children's playground as a licensee.
2. The period of the licence shall be a minimum of 5 years commencing on xx May 2015, renewable thereafter on a 5-yearly basis by mutual consent.
3. The licence fee is acknowledged by both parties not to be a rent, but to be an acknowledgement of KGV's ownership and right to possession of the land. For the avoidance of doubt, KGV retains control, possession and management of the land and the Council has no right to exclude KGV from the land.
4. This licence may be terminated at the end of each licence period by either party giving 6 month's notice in writing.
5. Any equipment erected on, and safety surfaces installed in, the land shall remain the property of the Council, and must be removed at the cost of the Council on termination of the licence, and the site made good.
6. No buildings (temporary or permanent) may be erected on the land without the written consent of KGV, such consent not to be unreasonably upheld.
7. The Council shall keep the land clean and tidy and adequately fenced.
8. The Council shall insure all its equipment on the land.
9. The Council will observe all laws and regulations relating to the use of the land and reimburse KGV for all expenses it reasonably incurs for playground safety inspections.
10. This agreement is personal to the Council and KGV and is not assignable. No relationship of landlord and tenant is to be created between the parties in connection with the land. There shall be no parting or sharing with possession or occupation or any sub-licensing of the land or any part thereof.
11. Any notice served by or on KGV or the Council under this licence shall be sent by recorded delivery or delivered by hand.

Signed on behalf of King George’s Field by:

Name Position

Name Position.....

Signed on behalf of Uplyme Parish Council by:

Name Position

Name Position

Schedule 1

All that parcel of land being a part of the King George’s Field in Uplyme shown for identification purposes only on the attached plan edged in red, together with any necessary and appropriate right of access to the land.

(map to be added here)

Schedule 2

Addresses for the serving of notices (to be updated as necessary)

Uplyme Parish Council

Clerk: Horsemans Hill Barn, Gore Lane, Uplyme, Lyme Regis, Devon DT7 3RJ

King George’s Field

Secretary: Mrs B Denham, “Mylend”, Venlake Lane, Uplyme, Lyme Regis DT7 3SE

UPLYME PARISH COUNCIL FINANCE COMMITTEE

Rec. #.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations 2013-2014		
R1	The Council should negotiate with HSBC to ensure that in future interest is paid gross and not net of basic rate tax: attempts should also be made to recover the tax deducted in 2013-14 and prior years.	Low priority – small amount. Register for gross interest if simple; tax reclaim may be more difficult and not worth it. (Clerk to look at bank statements)
R2	Formal bank reconciliations should be prepared at the close of each month, be reviewed and signed off by a nominated councillor and also be submitted to Council for formal approval.	Now instituted. (Clerk and Council Auditor).
Review of Corporate Governance		
R3	The Council should ensure that the extant Standing Orders and Financial Regulations are reviewed in a timely manner and reflect latest legislation: they should also identify a lower limit above which formal tender action is required.	The formal tender clause was removed as not applicable to the Council; formal tender above £20,000 will be added. F. Regs need to be updated in line with new model from NALC. Chairman to review both by Sept 1 st . Then Council to consider adoption.
R4	Minutes should include detail of the grants and donations approved for payment, together with the specific powers relied on.	Will be done in future. (Clerk)
Review of Payments		
R5	Where a formal invoice is not available to support a payment made, a proforma should be prepared and be signed by the Council Chairman to support the payment made.	If necessary, will be signed by a member of the FC and the RFO. (Clerk)
Assessment and Management of Risks		
R6	The Council should strengthen its approach to the identification, assessment and management of potential financial risks, ideally acquiring and applying the LCRS software referred to in the body of the report.	Software acquired. Cllr Garland and Clerk to spend a day drafting a set of RAs for review by the Council.
Budgetary Control & Reserves		
R7	Members should consider and approve the level of retained earmarked reserves to be rolled forward at the close of each year, detail being formally recorded in the approving minute.	Done as part of setting the precept – but needs to be formally recorded. Cllr Whiting also suggests including expected income (e.g. s106 monies) should be noted in the accounts.
Salaries and Wages		
R8	The Clerk's employment contract should be revised to reflect the change in working hours.	Revised contract will be drawn up. (Clerk)
R9	Where approval is given for the payment of nationally agreed pay awards the decision should be minuted formally.	This was a clerical error and will not happen again.