

### **Minutes of Finance Committee Meeting held on Wednesday 30<sup>th</sup> September 2015 at 4 p.m. in the Uplyme Village Hall committee room**

Present: Cllr Garland (Chairman), Cllr Duffin, Cllr Pullinger. Cllr Mason was absent (later notified that he had overlooked the meeting).

1. **Apologies for absence** - none.
2. **Minutes** of the last Finance Committee meeting, held on Wednesday 5<sup>th</sup> November 2014, were read by the Clerk, and approved (proposed Cllr Duffin, seconded Cllr Pullinger.) The Clerk had omitted to bring the printed copy, which will be signed at the next audit meeting with Cllr Garland.
3. **Matters arising:** none.
4. **Declarations of interest:** none.
5. **Change of bankers:** the Committee recommends to Council, in the absence of a local HSBC branch, that the Council changes its bank account to Unity Trust Bank which provides proper dual authorisation of online payments and allows payments into the local post office: Clerk also to consider getting a prepaid cash card to which her expenses payments can be charged. Owing to lack of time, names/number of signatories were not discussed.
6. **Retirement of Clerk:** the Clerk has announced her intention to retire at the end of the financial year. Provision of training, a handover period, post redirection, job advertising, and phone etc. will need to be made in the budget calculations
7. **Grants.** The level of grants to be offered to local organisations was discussed, and no increases were proposed. It was agreed to recommend the following to the Council:
 

KGV	£510 (will be effected as a licence payment)
Parish News	£200
CAB Bridport	£250 (advertise Council support and times of surgery)
Ring & Ride	£350 (ask BK for timetables to advertise)
RBL (wreath)	£17
<b>Total:</b>	<b>£1327</b>
8. **Budget.** The Clerk presented her estimate of income and expenditure for the current year, and the estimated position of reserve funds and self-funding items for the year. Based on that, she presented a draft budget to be used to set the precept in December when tax base figures were available. The Committee agreed to recommend the following to the Council, subject to the notes below the table:

<i>Item</i>	<i>draft 2016/17 budget</i>	<i>Amount to be precepted</i>	<i>Notes</i>
Audit	510.00	520.00	
Bank charge	0.00	15.00	
Cemetery repairs	250.00	0.00	Carry fwd
Cemetery waste	0.00	340.00	Unexpected cost this year
Defibrillator lease	1800.00	1800.00	Lease includes servicing and training for 4 years
Election	0.00	-2000.00	Return to reserves
Emergency repairs	500.00	893.00	(Stafford Mount)
Flood expenses	100.00	0.00	Carry fwd
Grants/licence	1327.00	1327.00	10 increase in KGV licence
Grounds maint	9072.00	6144.00	2000 for churchyard allowed
Insurance	490.00	470.00	Memorial not insured?
Lengthsman	2000.00	0.00	May not be time to spend extra over PT money. Signs? Or carry fwd
New clerk expenses	750.00	750.00	Post redirection 3 mo 160, 6 mo 240; new BT phone line 60, plus 18/mo and calls; or buy Asda Sim at £5/month and get an 01297 number redirected to a cheap handset £20/yr plus £20 for handset?
Office	150.00	195.08	Mouse, envelopes, printer ink
Playground	50.00	635.42	Unexpected repair costs this year
Postage	20.00	29.23	Est. 3 books of 2 <sup>nd</sup> class stamps
Room hire	400.00	338.83	Annual invoice plus 2-3 extra planning/flooding meetings etc.
Salary/NI	8224.80	7968.97	New clerk may be on a different pay scale (less), but handover costs will be needed
Subscriptions/reg. fees	530.00	530.30	
Training	300.00	300.00	(Anyone going to conference?) For a new clerk, CILCA is £250, short DALC ones are £25 each
Travel exp.	150.00	49.19	No clerk travel to V Hall under new contract. New clerk may live further away
Web fees	111.00	112.00	May need to consider backup s/w or

<i>Item</i>	<i>draft 2016/17 budget</i>	<i>Amount to be precepted</i>	<i>Notes</i>
Working from home all.	216.00	216.00	plan for Wordpress £54 for updraft
Reduction in CTB grant	110.00	110.00	Won't know till November earliest grant
<b>Totals</b>	<b>26810.80</b>	<b>20101.02</b>	

The Clerk was asked to amend the budget to include quotes for felling the Macrocarpas in the cemetery and the sycamores by the Millennium Copse. Also to investigate salary scale differences for a new clerk. Mr R. Fisher’s estimate should be amended to include the whole amount. Expenses for repairs to playground equipment and surfaces should be included. The revised budget would be presented to Council for approval. There being no other business, the meeting closed at 6 p.m.

Signed: ..... Date: .....  
 (Chairman)