

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes Committee held at the Sports Pavilion, King George V Playing Field, Allington Road on Tuesday, 8th April 2014 at 7.00 p.m.

Present: Councillors: C. Jago (Chairman for this committee),
R. Houghton, and J. Lucas
In Attendance: Mrs. S. Berry (Clerk)

1. **Apologies for Absence and to consider whether to approve reasons given –**
Apologies had been received from Cllr. Mrs M. Thew (prior family engagement). It was resolved to approve the reason for this absence.
2. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct –** Cllr. Houghton disclosed that he paid annual rent to the Parish Council for access across the Green (in connection with item 7).
3. **Questions or Statements by Members of the Public –** No members of the public were present at the meeting.
4. **Review of Statement of Performance against budget (Outturn) as at end March 2014 –** Copies of the Outturn as at the end of March had been distributed in advance. It was noted that a figure of £5605 was shown for work ordered and/or completed but where the invoices had not been received by the end of the year. Having taken into account this amount there would be a surplus of £8816. It was agreed to recommend to the Parish Council that this should be transferred to the following reserves:- Sports Pavilion - £3,000, Play Activity - £4373, and General Reserve - £1443. It was noted that £1,000 had been transferred to the Election Reserve and £996 to the Village Hall Grant Reserve. It was noted that the agreed new format for reporting performance against budget would be used with effect from April 2014.
5. **Risk and Management Controls –** It was noted that the Chairman of the Finance and General Purposes Committee had carried out the year end check of bank balances. He had also checked the calculation of the Clerk's salary and of pension contributions sent to the East Sussex Pension Fund. The Clerk confirmed that the monthly back up of computer records had been carried out. It was agreed that the checking of the calculation of the Clerk's salary should be added to the Risk and Management Controls document and that it should be carried out quarterly. The Clerk confirmed that all other controls were up to date, other than the review of Standing Orders which was in hand.
6. **Review of Grants Policy –** It was agreed to recommend that the Parish Council should adopt the proposed amended Grants Policy and new grant application form.
7. **Review of rents for 2014/15 –** It was agreed to recommend to the Parish Council that the annual rents for Sports Clubs and the Allotment Society should remain the same as for 2013/14 and that the rent charged to fairs/circuses etc. for use of the Green should be amended to reflect the amount of time that the Green was occupied. It was suggested that a figure of £100 should be charged for up to 4 days with an additional £25 payable for each day thereafter.
8. **Review of Clerk's Hours –** Details of the hours worked by the Clerk between October 2013 and March 2014 were circulated at the meeting and it was noted that these were approximately 30% higher than the contracted hours. It was agreed that councillors should be asked to consider whether or not the Clerk's attendance at sub

committee meetings was essential and that the Clerk should claim any overtime that had been authorised. It was agreed that the Clerk should continue to keep records of hours worked and that the position should be reviewed in six months time.

9. **Lease for Scout Hut** – It was noted that the Lease for the Scout Hut was not due for renewal until December 2015 (not 2014 as previously thought). It was agreed that a letter should be sent to 1st Newick Scout Group to point this out and to confirm that the renewal of the lease would be considered by the new Council after the elections in May 2015.

10. **Repeal of s.150 (5) of the Local Government Act 1972** – It was noted that the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This would enable the Parish Council to use electronic banking to make payments, subject to robust arrangements for authorising payments being in place. It was noted that, contrary to information received previously, the Parish Council's bank account with Cooperative Bank did not offer the facility for dual authorisation of payments. The Clerk was asked to check with Unity Trust Bank and Lloyds Bank for details of their dual authorisation systems.

11. **Review of Standing Orders** – The new draft Standing Orders were not available for consideration.

The Meeting Closed at 7.35 p.m.

Signed.....Dated.....