

**MINUTES OF FINANCE COMMITTEE HELD ON 23 NOVEMBER 2015
IN CAPEL VILLAGE HALL COMMITTEE ROOM**

Present: Mr Salter (Chairman), Mrs Schryver, Mr McLachlan, Mrs Dale, Mr Ball and the Clerk.

- 1 **Apologies for absence:** None
- 2 **Declarations of interest:** None
- 3 **Minutes of previous meeting:** The minutes of the Finance Committee meeting held on 14 September were agreed a correct record.
- 4 **Matters arising:** Mr McLachlan noted that there were a couple of points from the previous meeting that did not appear to have been actioned. The NDP grant of £500 for a Housing Needs Consultation and £500 for a Landscape Assessment needed to be spent before 31 January 2016. It was thought that £500 may not be sufficient to pay the whole cost of these items but could be used as first stage payments to get the Housing Needs Consultation and Landscape Assessment started, with any further payments to come from the further grant which would be applied for after 31 January.

A date for Pear technology training was still to be arranged as it had not been possible to find a mutually convenient date for everyone.

5 **Balances and Budget monitoring to 31.10.15.**

NS&I Reserves remain at £47,602.31

NatWest Current a/c at 31.10.15: £36,847.77

The Chairman asked the Clerk to prepare a 2-year comparison of cash movements between the two accounts.

On 5.11.15 the PWLB transferred into the current account £80,971.65 (£81,000 less £28.35 admin fee) to be used to refurbish the youth hall to provide a Parish Office and Community Hall. On 16 November the current account balance was £115,123.01.

The profit & loss and balance sheet printouts were presented together with the Budget 2015-16 showing monitoring to 31.10.15 and Draft Budget 2016-17. There was a discussion about the individual entries and reasons for increases and decreases in the period since the budget was set.

- 6 **Annual Risk Assessment:** The Chairman had done the Annual Risk Assessment with the Clerk on 17 November and this would be discussed at the next Finance Meeting.
- 7 **Grants, Subscriptions and Donations for 2016/2017:** A request had been received for a grant to replace 3 doors which had deteriorated

badly on the Beare Green Pavilion. A quote of £600 for softwood doors had been received but it was felt that it would be better to replace them with hardwood doors which although more expensive would last longer. It was requested that 3 quotes be obtained. There was a suggestion that the football club might also be willing to contribute to the cost. The Beare Green Pavilion AGM was due to be held on Tuesday 24 November and it was agreed that the Chairman and the Clerk would raise these points at that meeting.

A request for a grant had been received from Capel Assist, a voluntary group being set up to provide residents with transport to doctors and hospital appointments. Once it is up and running the scheme will be self-financing with users paying a small charge to cover fuel and the drivers all being volunteers. A grant of £100 was agreed. The initial area of operation will be Capel village and Horsham Road up to the Beare Green roundabout.

- 8 Budget considerations for 2016/2017:** The cost of the refurbishment of the Parish Office and Hall was discussed and it was confirmed that the loan was expected to cover the whole of the outgoings. The new staircase up to the archive area on the second floor of the building was going to cost more because the building inspector had said it should be of a higher standard being in a public building, despite the fact that the staircase and the archive area on the second floor will not be open to the public. However, savings would be made in fitting out the kitchen in a simpler layout.

Following the Clerk's 3-month review a request had been made for an increase in paid hours and hourly pay rate. It was agreed that hours be increased to 25 per week and the hourly pay rate be increased to £14.94 (NALC scale point 33) and it was understood that hours worked over 25 would be unpaid. It was anticipated that an Assistant Clerk would be employed once the Parish Office was available for occupation.

- 9 Draft Budget:** Items of anticipated expenditure on the budget for 2016-17 were discussed and adjustments made to the draft figures. The value of Parish assets was discussed. The valuation is made for insurance purposes. However, these assets cannot be disposed of and it was not clear whether they should be depreciated. The Clerk was asked to make further enquiries of SSALC and the internal auditor. Final figures will be decided at the next meeting of the Finance Committee.

- 10 Date of next meeting: Monday 28 December 2015 at 7pm in Capel Village Hall Committee Room.**