

The minutes of a Meeting of the Finance Committee of Ampfield Parish Council held on Monday, 9<sup>th</sup> January 2012 at 6pm in the Village Hall, Ampfield.

**PRESENT:** Mr B. Nanson (Chairman)  
Mr E. Butcher, Mr A. Clark, Mr J. Jones, Mr G. Roads,  
Miss M. I. Rothwell, Mr D. Stevens.

**IN ATTENDANCE:** Mrs D. Matthews (Responsible Finance Officer)

### **F. 315 Apologies for Absence**

Apologies for absence had been received from Mr M. Hatley who was unable to attend due to other commitments.

### **F.316 Committee Composition**

It was noted that, following the decision at the Annual Meeting of the Council in May 2011, all Councillors were members of the Finance Committee with the Chairman of the Council as an ex-officio member. Mr Nanson had been appointed Chairman of the Finance Committee. As in previous years, there would be no appointment to Vice-Chairman of the Finance Committee; Miss Rothwell, Chairman of the Council, would assume the role of Chair in the event of Mr Nanson's absence.

### **F. 317 Minutes**

The minutes of the Meeting held on 10<sup>th</sup> January 2011, having been circulated, were approved by the Meeting and signed by Mr Nanson.

### **F.318 Matters Arising from the Minutes**

There were no matters arising from the minutes that were not covered by the agenda.

### **F.319 Declarations of Interest**

It was noted that Mr Butcher, Mr Roads and Miss Rothwell were members of the Friends of St Mark's Church.

### **F.320 Budgetary Process**

All members had received copies of the figures showing the Budget for 2011/2012, Actual Expenditure to November 2011, Predicted Outturn & Variance to March 2012 and outline Budget for 2012/2013 (all dated 6<sup>th</sup> January 2011, version 1.0d).

Mr Nanson explained that detailed input had been provided and discussed with the main portfolio holders in December 2011. In the difficult economic climate it was recognised that expenditure had to be carefully considered. Whilst key assets and projects would be maintained and supported, it was not intended that the Precept would be increased. Members would go through all the documents with the intention of making a recommendation on both the budget and Precept to Council.

### **F.321 Proposed Expenditure to 31<sup>st</sup> March 2012**

Members reviewed all proposed expenditure.

Maintenance on the Recreation Ground had been increased to £6600 to include the costs of improvements to the concrete base which were due to start within the financial year. Much of that expenditure was expected to be recovered when S106 funds became available.

Additional money had been allocated to Chapel Wood maintenance to cover any tree damage that might occur during the rest of the winter. Forecast expenditure in the Burial Ground had been reduced to £1500 as costs on the cruciform hedge project were now known and complete.

The forecast for general asset maintenance had been removed as no expenditure was anticipated before the year end. The forecast expenditure for “computer upgrade” had been reduced £400 to £40 as no work had been required on the PC and a modest amount would now be spent on flash drives to improve security of data.

Communications forecast remained at £200 to ensure that any major news on key planning issues could be shared with the whole community. Website expenditure would increase by the end of the year to take account of extra costs incurred in upgrading the site. Training expenditure had been less than anticipated and had been reduced to £100. It was agreed that £3500 would be allocated to the Recreation Ground Reserve Fund as planned. This would bring that fund up to £18750 and total Reserves to £30,250.

As in previous years, Members agreed that the Dial-a- Ride service and the Messenger magazine would receive donations of £200 and £60 respectively although Mr Clark would explore with Mr Hatley the general financial situation with local voluntary transport services. Mr Clark would advise Council if there was a need to reconsider the usual allocation.

All forecast items on version 1.0d, dated 6<sup>th</sup> January 2012, were agreed.

### **F.322 Clerk to the Council – Salary Review**

The Clerk left the room whilst Members considered proposals for any salary increase and the amount to be entered in the budget for 2012/13. It was noted that national salary scales had not been revised in 2011 and that the rates effective from 1 April 2009 were

still in place. The Clerk had indicated to Councillors that she did not want to be considered for incremental advancement and a salary increase was not, therefore, proposed. It was also agreed that the budget provision for 2012/2013 should remain the same as 2009/2010 at £8400.

### **F.323 Income**

It was noted that income from grants had been higher than the previous year due to the drainage grant from Viridor and to the grant for the new swing from TVBC, totalling over £25,000. However, regular income was down due to fewer receipts from the Burial Ground and to the loss of football revenue because of damage to the pitch by wildlife. It was agreed that no allocated S106 funds would be included in budget and Precept calculations as the timing of their availability was still not known. It was also agreed that there would be no increase in the rent charged to the Cricket Club and that, as before, a rebate of 50% would be applied.

### **F.324 Budgeted expenditure for 2012/2013**

Members reviewed and discussed Budget items for 2012/2013 as follows:

- Recreation Ground- the proposed maintenance figure of £3700 was agreed. This was a reduction over previous years and was made in the light of experience. Water charges had been surprisingly low and the budget had been set at £100 to reflect this.
- Chapel Wood – following experiences in the previous year a budget of £1100 was set to include necessary works to damaged trees. It was also agreed that the budget should include an amount for the clearance of bracken by contractors. Budgeted expenditure for the Burial Ground and the Churchyard was primarily maintenance by TVBC.
- Village Hall- the grant budget of £310 was the share of the TVBC ground maintenance contract. As in the previous year, it was agreed that any successful request for financial support needed for projects, such as broadband connection, would be met from the Parish Enhancements budget.
- Subscriptions- it was agreed that the subscription to BTCV, which Council had paid for many years, should be added to the budget list.
- Speed Limit Reminder Sign- based on the current year's fees and expenditure it was agreed that running costs of £800, and repair costs of £150, should be allocated. It was noted that, as the sign was shared with Braishfield Parish, all costs would be divided evenly and 50% recovered.
- Insurance- it was agreed to set the annual insurance figure at £1200 which would allow for a modest re-evaluation increase and the addition of the bus shelter on Baddesley road.
- Reserves and other items – it was agreed that £3,000 would be allocated to the Recreation Ground Reserve Fund and £400 to Parish Enhancements.
- Donations- budget of £400, which would include donations to the Messenger & Southern Test Valley Voluntary Transport Scheme for Dial-a-Ride services, was

agreed. This was an increase of £140 over the previous year in case further support was needed, in these difficult financial times, for those providing services to local people.

- Administration expenses- a budget of £400, which was the same as the previous year, was agreed.
- All other budget items were agreed as shown.

**F.325 Precept 2012/2013**

The agreed budget and forecast figures had been entered into the Precept calculations. The Precept for 2012/2013 came out at £32,615 which represented a decrease of £385 (1.17%). Members agreed the Precept as shown.

**F.326 Finance Regulations**

Members noted that the previous year's decision to improve controls by making the bank reconciliation details available to Council on a regular basis had been put in motion. The monthly bank reconciliation, completed by the RFO, was issued to all Members monthly along with other financial papers. The Chairman of the Finance Committee examined the actual bank statements and supporting documents at least quarterly.

**F.327 Any other urgent business**

None had been notified before the Meeting.

**F.328 Date of Next Meeting**

The date of the next meeting would be advised.

**F.329 Closure**

The Meeting closed at 18.45.

**Chairman of Finance Committee..... Date.....**