

# WELLESBOURNE PARISH COUNCIL

*The minutes of the Finance and Administration Committee of the Council meeting on Wednesday 19<sup>th</sup> May 2010 at 7.30pm at the Parish Council Office*



Present

Chairman: Cllr Johnston    Councillors: Blundell, Close, Copeland, Grantham, Parton, Wright  
Clerk: Mrs Scriven        Acting RFO: Mrs Tomkins        Members of public: 0

**1. Apologies for Absence - none**

**2. Declarations of Interest**

Declarations of interest (personal or prejudicial) under the provisions of the LGA 2000, Parish Councils (Model Code of Conduct) Order 2001.

Cllr Mrs Bolton personal interest in the Village Hall as Buildings Trustee for the Village Hall

Cllr Grantham prejudicial interest in connection with Wellesbourne Conservative Club Ltd and a personal interest in the Football and Social Club 97, and all matters appertaining to Walton Estates.

Cllr Close personal interest as a District Councillor and in connection with St Peters Church as a member of the church

Cllr Wright personal interest as a District Councillor and in connection with the CAB and the Methodist Hall

Cllr Mrs Rose prejudicial interest in connection with the Conservative Club Ltd and a personal interest in the Football and Social Club 97.

Cllr Rutherford personal interest in parking matters in relation to Chedham's Yard

Cllr Johnston personal interest as a County Councillor in all matters regarding WCC

**3. Confirmation of Agenda** –Cllr DC asked that Item 9 Planning amendment be postponed. Confirmed

**4. Confirmation of the minutes of 26th January 2010** –Confirmed, signed by Chairman as true record

**5. Matters arising - none**

**6. Open session** for members of the public to raise any matters of relevance to the Parish and for any Cllr with a prejudicial interest in an item on the agenda to speak on that item – No public present

**7. Year End** Cllr DJ explained that the figures had been prepared by Mrs Tomkins as acting RFO and they would need to go to audit in June. Mrs Tomkins gave Cllrs a brief explanation of SAGE and the budget report she produced from the data. Mrs Tomkins said when she had been approached in August 09 to source a suitable finance package from SAGE she had not appreciated that the report format was critical to the Council. SAGE is straight forward to use however it is not bespoke for Council requirements therefore generic reports are produced as a general business package. It is because of this the data held within SAGE is exported into a spreadsheet in order to place subtotals where required. (For each Committee) The acting RFO for Shipston said you cannot set SAGE V16 up to subtotal and therefore the only way to do this is by export to Excel if set up on nominal ledger.

Councillors agreed unanimously that clear Income & Expenditure reports were required in a format that members of the public could understand without complication. The Clerk urged Councillors to have monthly reports which show Budget/Actual/Balance which shows how much expenditure had been off set from allocated budget and what the balance of the budget would be at the close of business.

Cllrs scrutinised the accounts with the Acting RFO, there were no major issues arising but some minor errors were noted and amended.

It was noted that application made to HLF had not been received prior to year end hence there would be an amount of money carried forward on the accounts into the new financial year.

Cllrs requested that Chedham's Yard accounts were produced separately from the Council accounts with the exception of any Council expenditure from budget which would remain in the Council main accounts.

Separate accts for HLF/BBC Restoration I&E and WPC I&E	Proposed Cllr DJ, 2 <sup>nd</sup> Cllr JG, Carried.
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It was noted that the Clerk's salary appeared underpaid, this was due to half pay commencing and SSP being claimed during her sick leave.

Cllr RW asked if the total costs including the NI contributions made by the employer (WPC) were being claimed from HLF, it was confirmed this is so.

Recommendation that accounts be accepted subject to the amendments raised being made.	Proposed: Cllr DJ, 2 <sup>nd</sup> Cllr JG Carried.
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Cllr TC asked if the money outlay on the Dene Valley project would ever be reclaimed and why it did not show as a debt in the accounts.

Cllr RW said that there was no right to reclaim the money and this is why it was not reflected in the accounts but the money had been raised through the precept and Saturn were to put together a claim to SDC. Negotiations had been deferred due to the sudden and serious ill health of Mr Winterbottom.

**8. Bank account for Chedham's Yard** – the Clerk was awaiting the written confirmation of the overdraft arrangements from the Bank Manager at HSBC, reiterating that Councillors had taken some weeks to respond with their comments on the terms of business requested which had slowed the progress.

Cllr Copeland said he had been concerned that the Chedham's Yard budget arrangements were not as tight as they might be and suggested that this be raised with the Steering Group. It was agreed that where changes to budgets were necessary that there should be a contingency amount to cover amendments required. Cllr DJ said it was essential to establish funding sources prior before expenditure occurs.

Cllr DC said there was no indication of any budget going over.

Cllr DJ said he would raise the issue of financial discipline at the next meeting.

**9. Planning amendment Chedham's Yard – Postponed at this time.**

**10. Date of next meeting** – 10<sup>th</sup> August 2010 - noted

**Resolution:**

In view of the confidential nature of the business to be discussed, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to meetings) Act 1960, Section 1

**Confidential**

Not for public release