

# WELLESBOURNE PARISH COUNCIL

*The minutes of the Finance and Administration Committee of the Council meeting on Tuesday 24<sup>th</sup> May at 7.30pm at the Parish Council Office, 2 School Road, Wellesbourne*

Present:

Chairman: Cllr Johnston Clerk: Mrs Scriven

Councillors: Blundall, Close, Grantham, Parton, Wright

Members of the public: 0 Members of the Press: 0

**1. Approval of Apologies for Absence** – apologies were accepted for Cllr Copeland

**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 Grantham prejudicial interest in connection with Wellesbourne Conservative Club Ltd and all matters appertaining to Walton Estates.

Cllr Close personal in connection with St Peters Church as a member of the church and a prejudicial interest in Chedham's Yard as a Trustee

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

Cllr Johnston personal interest as a County Councillor, in all matters regarding WCC, Hampton Lucy Grammar School Foundation as a member of the Board and Chedham's Yard as the husband of a Trustee.

Cllr Copeland prejudicial interest in Chedham's Yard as a Trustee

**3. Confirmation of Order of Agenda items and to determine if any items should be held in confidential session** – agenda accepted

**4. Confirmation of the minutes of 18<sup>th</sup> January 2011** – Minutes accepted and signed by the Chairman as a 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 - None

**7. Year end 2010/11**

Draft Year End reports supplied by accountant Karen Tomkins were circulated by the Clerk.

Councillors requested that individual reports be supplied for the Council and Chedham's Yard, and an amalgamated report be produced combining both figures. The Clerk advised that amended account reports should be awaited with the completion of the Audit Return to cross check the balances.

ACTION: Request reports from accountant in the format required by the councillors	BY: Clerk
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**8. Budget update** – to be provided at the June meeting of full council

**9. Chedham's Yard Trust banking arrangements** – The Clerk informed Councillors the Council still held a bank account which contained HLF/Restoration funds. As a result, Mrs Dane (Project Assistant) had to request transfer of funding into the Chedham's Yard bank account held by the Trust in order to meet their financial obligations. The Clerk recommended that the accounts should be finalised by Karen Tomkins (Finance Accountant) to ensure no further creditors were outstanding and the balance transferred to the Trust's own account with closure of the empty account held by WPC.

Resolution: Ratify the accounts and with Mrs Tomkins agreement, make transfer of the balance to the Trust and close the Council held account	Prop: Cllr JG, 2 <sup>nd</sup> Cllr DC Motion Carried
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Report to full council at June meeting.

**10. Update on objections made by Mr Rutherford**

It was the view of the Council that due to the drain on officer's time dealing with the repeated and continual complaints from Mr Rutherford, that advice be sought from WALC/NALC regarding measures the Council might take to reject all previously responded to enquiries, but recognising the need to respond to new lines of enquiry not previously heard.

ACTION: Seek advice from WALC/NALC re: ban on repeated requests	BY: Clerk
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**11. Dene Valley Finances** - The claim made against outlaid expenditure by WPC on the project

was discussed at the Cabinet meeting at Stratford District Council yesterday.

It was acknowledged that discussions would be ongoing and Saturn would be further involved in the discussions and the Clerk was asked to seek an invoice from them to the end of the financial year.

ACTION: Seek invoice from Saturn Projects to 31 <sup>st</sup> March 2011	BY: Clerk
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The application for release of the Section 106 money had been submitted by the Clerk to SDC and a response awaited.

**12. Medium term future planning** – It was agreed that it would be good practice to profile income and expenditure over the next three year period, giving explanation to contracts, staffing, projects, daily council business, taking a fresh view of how the council spends its precept.

ACTION: Place Medium term future planning on agenda for regular discussion	BY: Clerk
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**13. Quality Council**

13.1 CiLCA registration – The Clerk asked the Councillors to enrol her on the CiLCA programme, she had already begun work on the portfolio and was looking forward to the Council being able to apply for Quality Parish Status once she had passed.

Resolution: Register the Clerk for CiLCA as soon as possible	BY:Chmn
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**14. Future Schedule of Finance Meetings** – A new schedule of meetings was required to ensure that discussions were complete in good time for submitting the precept request. It was agreed that a finance meeting in October would start budget proposals with a meeting in November to confirm, with another in December if not finalised in November with submission for approval taking place in January

ACTION: Check with other Parish Council Clerks how they prepare their budget proposals	BY: Clerk
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**15. Date of next meeting 20<sup>th</sup> September 2011** – Noted

There being no further business to discuss the meeting closed at 9.20pm

Chairman: Cllr Johnston

Signed.....

Date.....