

**TWYFORD PARISH COUNCIL**

**Minutes of the Finance Committee**

to be held on **Thursday 9<sup>th</sup> November 2017** at 7.30 p.m. in the Pavilion, Hunter Park

<b>Councillors present</b>	<b>Councillors absent/apologies</b>	<b>In attendance</b>
Councillor West (Chair)	Cllr Mitchell	J.Nicholson - Clerk
Councillor Wheeler	Cllr Cook	
Councillor Lawton		
Councillor Forder-Stent		
Councillor Sellars		
Councillor Corcoran		

<b>Item</b>	<b>Business Transacted</b>	
<b>F32/17</b>	<b>To note absences and consider apologies for absence</b>	
	No member of the finance committee was absent	
<b>F33/17</b>	<b>To receive declarations of interest relevant to Agenda Items</b>	
	The standard declarations were referenced. In addition Cllr Wheeler declared the Parish Hall and the Playgroup, and Cllr Sellars declared the Playgroup.	
<b>F34/17</b>	<b>Public Participation - To receive questions from the members of the public</b>	
	No public were in attendance	
<b>F35/17</b>	<b>To approve and sign as a true record the minutes of the meeting held on 12<sup>th</sup> October 2017</b>	
	The minutes from 12 <sup>th</sup> October 2017 were considered to be a true record. Proposed by Cllr Forder-Stent and seconded by Cllr Sellars.	
<b>F36/17</b>	<b>Update on matters arising from the minutes of the meeting held on 12<sup>th</sup> October 2017</b>	
	<b>Action carried over from previous minutes, clerk to check that there is a map of assets on the website, and obtain a rebuild cost of the pavilion from Zen.</b>	JN
	<b>When the sale of the machinery complete, clerk to update the insurance</b>	JN
	<b>Cllr West to consult how best to allocate reserves for play equipment at finance course</b>	SW
<b>F37/17</b>	<b>To create and review a draft budget for 2018 / 2019</b>	
	Cllr West and Clerk talked through a draft budget based on last years budget and the forecast total spend for the current year. The assumptions behind each number were discussed.	
	<b>The following actions result from the discussions</b>	

	<p><b>Clerk to find out what is covered under grants and donations, and how does it differ from Section 137</b></p> <p><b>Check how much we pay an hour for hire of the parish hall (is it £10 an hour)</b></p> <p><b>Clerk to check assumptions in salary 2018 / 2019 and whether there will be an increase</b></p> <p><b>Clerk and SW to meet to firm up numbers for the pavilion based on last year, and the groundsman</b></p> <p><b>Clerk and SW to look into how much reserves we should keep</b></p> <p><b>SW to look at how we account deposits, currently goes in under income and expenditure, when we are just holding money. Clerk to add additional column to spreadsheet for deposits.</b></p> <p><b>SW to look into how we carry over the money awarded and received in 2017 (for Water Meadows and Compton Lock project), for work being paid in the next financial year.</b></p> <p>The Clerk and Cllr West will meet to rework the assumptions, and present to the FPC on 16<sup>th</sup> November 2017. The final version of the budget, and resulting precept will need to be approved by the FPC on 14<sup>th</sup> December 2017.</p>	<p>JN</p> <p>JN</p> <p>JN</p> <p>JN/SW</p> <p>JN/SW</p> <p>SW</p> <p>SW</p>
<b>F31/17</b>	<b>To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 8<sup>th</sup> March 2017</b>	
	None raised.	

Jo Nicholson - Clerk to the Parish Council – 27<sup>th</sup> November 2017

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