

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee

held on **Thursday 28th February 2019** at 7.30pm. Gilbert Room, Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Sellars (Chair)		J.Nicholson - Clerk
Councillor Wheeler		
Councillor Lawton		
Councillor Forder-Stent		
Councillor Pullen		
Councillor Corcoran		

Item	Business Transacted
F35/19	To note absences and consider apologies for absence
	None received
F36/19	To receive declarations of interest relevant to Agenda Items
	The registered declarations were applied
F37/19	Public Participation - To receive questions from the members of the public
	None received
F38/19	To approve and sign as a true record the minutes of the meeting held on 15th November 2018
	The minutes from 15 th November were considered a true record of events. Proposed by Cllr Wheeler and seconded by Cllr Lawton. The Minutes were signed by Cllr Sellars at the meeting.
F39/19	Update on matters arising from the minutes of the meeting held on 15th November 2018
	The Clerk had submitted the CIL applications for the following projects: <ul style="list-style-type: none">- Pavilion Refurbishment- Basketball Refurbishment- Revision of A72013 replacement of perimeter fence at St Mary's Primary School- Open Space Strategy- Footpath 12- Parish Hall Extension and Remodelling- Extension to Parish Hall Carpark- Village Centre Traffic and Parking Management- Norris Bridge- Flood Mitigation
F40/19	Note Q3 financials and Q3 VAT return
	The Q3 financials were presented and approved at the FPC item 196/18 on 17 th January 2019. The Q3 VAT return was submitted from those financials.
F41/19	Finalise budget for 2019 / 2020
	The budget which was used for the precept calculation was reviewed line by line. A few amends were made, which included; <ul style="list-style-type: none">- £500 in admin to support move to digital accounting in line with Government requirements

	<ul style="list-style-type: none"> - speed camera purchase at £3,300 plus VAT - £3,400 towards phase 2 of water meadow project, approved at FPC 21st February 2019. <p>Action: Cllr Corcoran to submit a CIL application to SDNPA for the Water Meadows project phase 2.</p> <p>The full list of projects were discussed and which were the top deliverables for 2019 / 2020. The priority projects were identified as; pavilion refurbishment, water meadow project, flooding mitigation and basketball court refurbishment.</p> <p>Action: Cllr Sellars to update FPC on the minor adjustments to the budget for formal approval.</p> <p>The Clerk updated the committee with regards an issue with reclaiming the VAT on the tennis court refurbishment. The Clerk had attended a VAT course, which provided information which contradicted with advice provided by the internal auditor. The Clerk is seeking a third opinion from HALC, to finalise the situation, and has informed HPTA that they may need to provide the funds for the VAT. The Committee discussed the situation, and would make the £1,700 Section 137 approved by the FPC to HPTA to help fund the gap. The total amount of VAT reclaimed was £4,033.</p>
F42/19	Consider approach to setting up a Capital Works Programme and the Governance required.
Clerk	<p>The current projects are the Meads / Water Meadows and Flooding Mitigation. Both projects come to the FPC for approval.</p> <p>It was agreed that the finance committee will review the budgets for each project, at each committee meeting. A Terms of Reference will be set up for each project, assigning clear accountability and methodology for managing expenditure and income.</p> <p>Action: Clerk to draft a terms of reference for flooding mitigation and Berry Meadow project.</p>
F43/19	Review the requirements to complete the 2018 / 2019 year end accounts, and the timetable of key deliverable dates to meet the internal and external audit.
	The Clerk had drafted a timetable of key deliverables for the year end audit process. The Committee reviewed the dates, and were noted. See Appendix 1.
F44/19	Review the Standing Orders and Financial Regulations for 2019 / 2020
	HALC have not issued any updates to the standard Standing Orders and Financial Regulations, and the committee did not wish to amend any of the existing ones.
F45/19	Review the Asset Register for 2019 / 2020
	<p>The Clerk had updated the asset register, to reflect the springer added to Northfields, lockable cupboard for the Clerk, new printer, tennis court resurfacing, and new keyboard and laptop stand. The asset value has increased from £522k to £557k, mainly due to the resurfacing of the tennis courts.</p> <p>The committee approved the asset register, to go to FPC for formal sign off.</p>
F46 /19	Review the requirements to provide digital VAT returns from October 2019, and consider the implications on the Parish Council accounting system. Make a recommendation to meet requirements with deliverable dates.

Clerk	The move to digital accounting, and purchasing a system such as Sage, was supported by the Committee. Action: Clerk to research and price up the options available.
F47/19	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 14th March 2019
Clerk	It was agreed to cancel the next meeting, and for the committee to next meet on the 11 th April. Action: Clerk to meet Cllr Sellars after 31st March and before 11th April to review year end accounts.

Jo Nicholson - Clerk to the Parish Council – 12th March 2019

Contact: clerk@twyfordhants.org.

Appendix 1
Timetable of Audit deliverables

March 31st	End of Year Accounts	Finalise accounts – receipts and payments
		Complete end of year HMRC return
		Complete end of year pensions return
		VAT finalised and clarified
	Governance docs	Financial regs
		Asset register
		Risk assessment
		Standing orders
		All minutes signed
11 th April	Finance committee	Sign off Q4
		Sign off year end accts
		Sign off Governance docs
		Complete AGAR - draft
		Draft variance in years accounts
18 th April	FPC meeting	Sign off Q4
		Sign off year end accts
		Sign off Governance docs
		Complete AGAR
		Sign off variance in accts
29 th April	Internal Audit	Eleanor Greene visit Clerk
16 th May	FPC meeting	Review output from Eleanor Green
		Review AGAR prior to external audit
May / June	External Audit	Publish accounts for inspection – and notice of inspection
		Ensure all accounts are online
		Send documentation to external audit
August	Conclusion of Audit	Publish notices of conclusion of audit (notice board and online)

Appendix 2: Fixed Asset Register

Twyford Parish Council : Fixed Asset Register : as at 28.02.2019							
	Purchase date	Purchase cost b/f	Total Assets b/f to 2018/2019	Adjustments to items b/f	2018/2019	Written off 2018/2019	Total Cost c/f to 2019/2020
Pavilion			310,000.00				310,000.00
3 folding tables and 32 stacking chairs			650.00				650.00
2 Folding tables for Pottinger Pavilion			178.00				178.00
3 Storage Units			4,500.00				4,500.00
Laptop (& software)			-			-	-
Laptop & MS Office software	14-Oct-16		485.00				485.00
Hewlett Packard laser printer M280nw	25-Apr-18				214.00		214.00
Projector	20-Jan-17		250.00				250.00
lockable cupboard	14-Nov-18				169.20		169.20
Bus Shelters			36,150.00				36,150.00
Playground Equipment - Northfields			24,000.00	-			24,000.00
springer Northfields	01-Nov-18				1,350.00		1,350.00
Basketball hoop and safety surface							-
Nest Swing							-
2 Swings + safety surface							-
Spinner + safety surface							-
Rocker = Safety surface							-
Climbing tower etc and safety surface							-
Goal posts	17-Aug-16		1,358.22		-		1,358.22
Playground Equipment - Hunter Park			15,250.00	-			15,250.00
Slide & safety surface							-
Wooden multi-play with slide + safety surface			11,500.00				11,500.00
Small child 2 swing & safety surface							-
Sand pit frame							-
Climbing frame & safety surface							-
2 swing & safety surface							-
Nest Swing	08-Dec-16		3,806.24				3,806.24
Outdoor Gym	23-May-16		4,080.00				4,080.00
Outdoor Gym signage	08-Aug-16		100.00				100.00
Bench	23-May-16		302.29				302.29
Cricket Sight Screens	2015/16		1,500.00	-			1,500.00
Cricket Covers	2015/16		1,000.00				1,000.00
Table Tennis table			2,420.00				2,420.00
Tennis Court	01-Aug_18				20,165.00		20,165.00
Tennis Fence							-
Defibrillator at Parish Hall			800.00				800.00
TOTALS		-	418,329.75	-	21,898.20	-	440,227.95
			B/f total		Additions in Year	Deductions in yr	C/f total
Mowers and Machinery							
Tractor	2000						-
Pattison 24 inch Pedestrian Spiker							-
Viking Rotary Pedestrian Mower - 21inch	2010						-
Tanaka Strimmer							-
Tanaka Strimmer							-
Amazon Leaf Collector / Groomer							-
Transport Box for Tractor	2008						-
Triple Gang Rollers							-
Tractor Reversible Harrows							-
Lloyds Set of Five Gang Mowers	2008						-
White Line Transfer Wheel marker	2009		250.00				250.00
Sisis Hand Scarifying Rake							-
Stihl Knapsack Blower							-
Slitter							-
							-
TOTAL		-	250.00	-	-	-	250.00
Land							
Twyford Meads			1.00				1.00
Northfields			1.00				1.00
Hunter Park			1.00				1.00
Berry Meadow	2013		103,500.00				103,500.00
							-
			103,503.00	-	-	-	103,503.00
£0.00			B/f total		Additions in Year	Deductions in yr	C/f total
Total Assets		£0.00	£522,082.75	£0.00	£21,898.20	£0.00	£543,980.95
			B/f total		Additions in Year	Deductions in yr	C/f total