

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee

held on **Thursday 11th April 2019** at 7.30pm. Gilbert Room, Twyford Parish Hall

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

Item	Business Transacted
F1/19	To note absences and consider apologies for absence
	Apologies were received from Cllr Forder Stent, Cllr Corcoran and Cllr Pullen.
F2/19	To receive declarations of interest relevant to Agenda Items
	The registered declarations were applied
F3/19	Public Participation - To receive questions from the members of the public
	None received
F4/19	To approve and sign as a true record the minutes of the meeting held on 28th February 2019
	The minutes from 28 th February 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.
F5/19	Update on matters arising from the minutes of the meeting held on 28th February 2019
	Cllr Corcoran had submitted the CIL applications to WCC.
F6/19	Review and Sign off Q4 financials
	The Q4 financials were reviewed and discussed, and approved. Cllr Sellars signed the accounts.
F7/19	Review and approve Q4 VAT return, including adjustment for tennis court resurfacing
Clerk	The VAT return has been completed based on the financials. An adjustment has been made in the VAT return to pay VAT on the resurfacing of the Tennis Court. VAT is not applicable on the £1,700 S137 donation from the Parish Council, which means that £340 is payable back to the tennis club, to ensure they benefit from the full £1,700. Action: Clerk to arrange payment to the tennis club.
F8/19	Review and sign off year end financials for 2018 / 2019, including analysis of variance
Cllr Cook Clerk	The year end financials were reviewed and discussed. A few queries were made Action: Cllr Cook will enquire if there any funds available for open spaces / sports Action: Clerk to show a summary of income / expenditure on Neighbourhood Plan to date The committee were happy to approve the accounts, ready to be presented to the April FPC meeting. Proposed by Cllr Sellars and seconded by Cllr Wheeler.

F9/19	Draft the AGAR and reconciliation forms for year end 2018 / 2019, and review process for completing documentation for external audit.
	The forms were reviewed, and the committee were happy for them to go to FPC for formal approval.
F10/19	Review 2018 / 2019 year end submission for HMRC and pensions
	The Clerk had not completed these, so will send a copy to the Chairman to review prior to sending to HMRC and pensions.
F11/19	Consider all points for consideration for internal audit, including Governance documentation, Website and Minutes.
	The committee reviewed outstanding actions and were content all was in hand for the internal audit.
F12/19	Review and approve the changes to Clerk pay and pension for 2019 / 2020. Review the pay and hours for the pavilion cleaner.
	<p>The cleaners pay was reviewed, and falls within the minimum pay.</p> <p>Action: Cllr Wheeler to contact cleaner and ensure she is happy with the current hours and pay arrangements.</p> <p>A salary review was issued by NJC in October 2018, which resulted in a pay increase for Clerks. This was never implemented at the time, and so requires backdating from April 2018. The net effect on the Council is £215.78. From April 2019, a new banding system is introduced by Unison to Clerks, which results in a point change, the Clerk would move to point 23 (incremental one point per contract).</p> <p>The Committee were happy to take the pay increase to the April FPC for formal resolution. Proposed by Cllr Lawton and seconded by Cllr Sellars.</p> <p>Action: Clerk to add to April FPC agenda</p>
F13/19	Review Berry Meadow project budget, Leaders grant, and VAT implications.
	The Clerk has sought external VAT advice from DKC Accountancy, to review the Berry Meadow project. It has been confirmed that we are eligible to claim back the VAT on the project.
F14/19	Review progress on moving to digital accounting system with Edge IT.
	The Clerk has training booked in, 4 sessions to set up the new system.
	AOB
	The Financial Risk Assessment was reviewed by the committee ready to be approved by the FPC April 2019.
F15/19	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 11th July 2019
	None

Jo Nicholson - Clerk to the Parish Council – 14th May 2019

Contact: clerk@twyfordhants.org.

Appendix 2 – year end financials

TWYFORD PARISH COUNCIL					
ANNUAL RETURN: Year ending 31st MARCH 2019					
(Figures shown net of VAT)					
Prev Yr	Box No.	RECEIPTS		% diff	£ diff
£				on prev yr	on prev yr
86,238	2	Precept	90,509	5%	4,271.00
		Bank Interest	188		
		Other receipts	43,250		
		Hunter Park Pitches	2,843		
		Hunter Park Pavilion	211		
		Hunter Park Deposits	350		
		Allotments	700		
		Twyford Neighbourhood Plan	-		
		Water Meadow	4,176		
		Open Space Funding	-		
		VAT reclaimed	15,203		
		VAT charged	251		
		misc transfers	254		
31,479	3	Total other receipts	67,426	157,935	114% 35,946.57
		Net Salaries & Allowances	13,917		
		Clerk's Expenses	340		
		Hunter Park Pavilion Cleaner	960		
13,871	4	Staff costs	15,217.38	10%	1,345.91
		PWLB [Gilbert Room only]	1,751		
		PWLB [Berry Meadow]	3509.92		
5,379	5	Total Loans	5,261	-2%	-117.83
		Administration	2,421		
		External Advice	50		
		Training	270		
		Grants & Donations	4,833		
		Section 137 Payments	2,991		
		Hall Hire	500		
		Legal fees	-		
		Audit Fees	875		
		Insurance	2,373		
		Subscriptions	469		
		Streelights	2,600		
		SLR	560		
		Hunter Park grounds	22,017		
		Hunter Park Pav (excluding cleaner)	1,111		
		Repairs & Maintenance	2,459		
		Deposits returned	200		
		New Assets	1,350		
		Other Open Spaces	2,144		
		Allotments	230		
		Neighbourhood Plan	2,478		
		Neighbourhood Plan Projects	12,354		
		Water Meadows Maintenance	991		
		Water Meadows Project	12,617		
		Misc	20,165		
		VAT on payments	14,755		
66,703	6	Total Other Payments	110,813.42	131,291.97	66% 44,110.33
		RECEIPTS & PAYMENTS SUMMARY			
		Balance brought forward 1/4/2018	104,019		
		Add Total Receipts (as above)	157,935		
		Less Total Payments (as above)	131,292		
104,019	8	Balance carried forward 31/3/2019	130,662	26%	26,642.87
Significant Variances (differences of over 15%)					
Total other receipts					
HCC gave grant for £10,000 for flooding mitigation works					
SDNPA gave CIL of £1,020					
HCC gave grant for signage at Compton Lock £1,351					
Compton and Shawford donated £500 to Water Meadow project					
Hunter Park Tennis Association gave £22,498 towards resurfacing of courts.					
Total other payments					
£20,000 on tennis court resurface					
£12,000 on water meadow restoration project					
£12,000 on flood mitigation survey work					
£1,700 on administration to set up Outlook systems for GDPR					
£2,300 on S137 grants held in reserves from previous year					
Reserves					
2018/2019			2019/2020		
-		Play ground equipment from 2016 / 2017	10,000		
-		Play ground equipment from 2017 / 2018	9,500		
		Play ground equipment from 2018/2019	10,650		
		NP flooding project towards MB final invoice	3,646		
5,000		HCC grant for water meadows	-		
3,250		Water Meadows unspent project allocation	-		
		Section 137 approved in 2017/2018, not yet paid			
500		Social Club car park	-		
-		Appeal for a Peal	1,000		
1,645		March 2018 apps	1,755		(tennis court resurface)
300		Citizens advice	-		
		TIW funds held	1,111		
		Election costs (FPC Minute 205/18)	1,600		
		Total Reserves	39,262		
		Cash to be held in account	20,000		
		Total not to be spent	59,262		
		Cash available to be spent towards projects	71,400		