

**MINUTES OF THE FINANCES & GENERAL PURPOSES COMMITTEE**  
**HELD ON 11 NOVEMBER 2010 AT THE PARISH COUNCIL OFFICE**

- Present** Cllrs M.J.Raszpla (Chairman)  
D.J.Baker  
M.J.Bayley  
Mrs M. Seymour
- Clerk M.S.Green
- Apologies** Cllr M.A.Morley
- 1.Election of Chairman** Cllr Raszpla was re-elected as Chairman.
- 2. Check of Accounts** The Chairman confirmed that he had carried out all the necessary checks and that the account was in good order.
- 3.Summary of Accounts** These were reviewed and approved. There was further discussion on the following items:
- a) ***Parish Office building contract*** - Hughenden Builders have submitted a claim for some £9,500 for extra work (including the paving slabs, £2,484 and additional lead for the roof, £2,100). We had a meeting with the builder and the architect to discuss the items and the builder will be submitting more evidence of expenditure, which then has to be agreed by the architect. At present, the building cost stands at about £51,000 plus a further £9,000 for architect's and legal fees and the other items listed in the Summary.
  - b) ***Parish Office lease*** - We have now received the redraft of the lease from the diocese and have only minor points to make. When a final version is agreed we will pass it to Baily Gibson.
  - c) ***Remaining capital*** - we should have some £10,000 at the end of the year and had intended to add £4,000 by transfer from the current account. However, we now have some £31,000 in the current account and if total expenditure for the second half of the year matches that of the first (£29,000), we will not have sufficient funds in the current account. It was therefore agreed to delay any transfer until the end of the year.  
***Clerk's salary & allowances for 2010/11*** - NALC has advised that that salaries are frozen. The office and telephone expenses were ended after the move to the new office on 1 July.
- 4. Income & Expenditure Table** The Table was reviewed and agreed.
- 5. Burial grants** The following grants are recommended: Holy Trinity, Penn 1,300; Penn Street, 450; W/Hill Methodist Chapel, 250.
- 6. Grants** No requests were received.
- 7. Donations** A grant of £50 is recommended to Air Ambulance.

- 8. Grass-cutting contract** The current 3-year contract expires at the end of this year and it was agreed that we are obliged by our Financial Regulations to get, if possible, three quotes for the next contract.
- 9. Financial Regulations** Two amendments are recommended:
- 1) *Quotes*. Table 3.2. - The 4<sup>th</sup> and 5<sup>th</sup> rows can be merged to cover any amount between £2,500 and 30% of the precept.
  - 2) *Contracts*. Para 11.1 (a) (iv) - Add an explanatory note, 'i.e. We can extend the scope of an existing contract during its term, but not renew it without complying with the regulations.'
- 10. Annual Risk Assessment** The existing document was reviewed and a revised draft will be prepared. The following particular points noted:
- 1) ***Building insurance*** - we have already insured the new building for £40,000, but it should be £51,000. The lease requires the PCC to take out the insurance with a contribution from us to the cost, and it might be cheaper as part of the larger hall.
  - 2) ***Our Aviva insurance*** - the contract is designed for parish councils and covers all the necessary risks.
  - 3) ***Office security*** - *Fire* – we shall be sharing the same advice and inspection regime as the Hall. *Blinds*, but not bars or an alarm are recommended. *Computer* - we have back-up, but etching, screwing down the screen etc is to await advice from Cllr Lock. *Over-hanging tree* - a meeting has been arranged with our neighbours who own the tree.
  - 4) ***Office lighting*** - the lighting at night is not good and a standing light is to be purchased.
  - 5) ***Clerk's absence for illness, resignation etc*** - Guidance on procedures, files etc are very necessary. Both Chairman and vice-Chairman must have keys to the office.
- 11. Annual tree inspection** Pete Whipp has completed the safety survey and has reported only minor work needed.
- 12. Website review** Cllr Lock will be preparing a report for the coming Council meeting.
- 13. County electoral review** No change in the present arrangements for County wards is recommended.
- 14. Rates** The rating valuer is visiting next week. We should point out that we are tenants of the larger Hall, although we are obliged by the lease to pay our own rates.
- 15. Notice board & signs** A notice board at the back of our car park area is recommended together with a name plate on the back door