

## MINUTES OF THE FINANCE MEETING OF COLLINGHAM PARISH COUNCIL HELD AT THE YOUTH & COMMUNITY CENTRE, LOW STREET ON 10 APRIL 2014

### F1. Apologies for absence

S Dove            M Dowell            C Moody            G Norcott

### Present

C Allen            D Evans            M Parkin (Chair)            R Scott            T Ozbourne  
V Wright                            J Guest (Clerk)

### F2. Declarations of interest

- (a) To declare any personal interests in items on the agenda and their nature – none declared
- (b) To declare any prejudicial interests in items on the agenda and their nature – none declared

**F3. Minutes of the Finance Meeting of 9 January 2014** – the minutes of the previous Finance Meeting were approved, proposed by Mr Allen, seconded by Mrs Scott and agreed unanimously.

**F4. Financial Progress Report** - statement of current financial situation at 31 March 2014. Mrs Wright referred to previously circulated Scribe reports showing budget figures and areas overspent:

**Clerks salary/PAYE** – this isn't overspent as 13 months payments are shown because payments made in April 2013 (March 2013 salary payment for last financial year is included, which was £568.99) Add this to the PAYE bill paid last April for the previous quarter 5/1/13 to 5/4/13 of £451.50) and Clerks Salary and PAYE is actually underspent. If the codes were combined this would help. The Clerk's tax code changed during the year which is why it also looks like there has been such a large overspend on salary costs.

**Clerks Expenses** – a point for next year, ensure that this is properly separated into different codes for example postage and stationery.

**Individual Items** – includes survey of £600 for 71 High Street and Advent Lights & Carols costs. Mrs Wright advised that Collingham Community Trust will be responsible for Advent Lights and Carols in the future.

**Park Maintenance** – includes 13 month payments. Play Park inspection training has also been paid for and a few minor repairs, to be expected with aging equipment.

## **F5. To agree transfers to Reserve Account to ring-fence funds for projects**

£2000 was transferred from the Reserve Account to the Current Account in March – this needs to be repaid at some point, perhaps when the first half of the Precept is received.

In the Current Account there is:

£50 from First Aid courses for defibrillator

£250 for defibrillator from The Fleet

£50 for planters from The Fleet

£20 sponsorship for Park

It was agreed to transfer £300 from the Current Account to the Reserve Account for the defibrillator and £20 from the Current Account to the Reserve Account for the Community Park.

The cheque for £250 from the Brownies will be paid directly to the Reserve Account and ring-fenced for the Park.

Proposed by Mrs Scott, seconded by Mrs Parkin and agreed unanimously.

Regarding the £200 for the Mayfair from Mrs Dobson, a cheque will be written to transfer this money to Collingham Community Trust.

Proposed by Mrs Wright, seconded by Mr Allen and agreed unanimously.

The signatories of the Parish Council were noted as being Mrs Scott, Mrs Wright, Mrs Parkin and Mr Evans. Agreement to the signatories continuing with their roles was proposed by Mr Allen, seconded by Mr Ozbourne and agreed unanimously.

## **F6. Financial implications for expenditure in 2014/15**

Mrs Scott spoke about the increase in NSDC Trade Waste charges by approximately 5%. A problem with setting the Parish Council precept is that NSDC charges are not known before the precept has to be set.

Mrs Scott and Mrs Wright said that cut backs would have to be made in some areas.

The grass cutting grant from Notts CC has not risen for several years however the Parish Council's grass cutting costs have risen considerably.

**F7. VAT** – A claim for £772.65 has been made this month. All VAT is up to date to 31 March 2014 and being reclaimed quarterly.

**F8. Youth and Community Centre Grant Spreadsheet** – the last VAT refund is to be received shortly then everything is up to date and completed.

**F9. New Policy for s137 Grants** – the draft policy for the s137 Grant grants previously circulated was agreed. Proposed by Mrs Wright, seconded by Mrs Scott and agreed unanimously.

**F10. Update on Annual Return for the year ended 31 March 2014**

The draft Annual Return has been completed and is ready to go to Internal Auditor.

The meeting closed at 8.37pm

3 members of the public present

0 members of the press present

NCC is the abbreviation for Nottinghamshire County Council

NSDC is the abbreviation for Newark & Sherwood District Council