

ROTHERFIELD PEPPARD PARISH COUNCIL
 DRAFT - Minutes of Meeting of Finance and Staffing Committee
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Tuesday 6th October 2015 at 7:45 pm

Present:

Committee Members			
Tony Cotton (Chairman)	TC	Terry Ryan	TR
Simon Crouch	SC		
Linda Collison (Clerk/RFO)	LC		

Members of the Public present	1 Councillor Mitchell (VM)
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All Committee decisions agreed below are to be proposed at the Parish Council or Trustee meeting, as appropriate, to be held on Monday 14th December 2015.

1. Apologies:

Apologies were received from Councillor Flett.

2. Declaration of Interest:

None.

3. Minutes from previous meeting:

It was proposed by TR and unanimously agreed that the Minutes of the Finance and Staffing meeting held on Tuesday 6th October 2015 should be adopted as a true and accurate record and were signed by the Committee Chairman.

4. Expenses:

TR agreed to review the Clerk's expenses for the period October to December 2015 (£245.17) prior to consideration at the Full Council meeting on Monday 14th December 2015.

5. Charity Accounts:

- The Charity Accounts as at 16th November were reviewed (Appendix 1)
- It was agreed that SC with VM would produce a 2016-17 budget for the Charity for discussion at the Trustee meeting on 14th December 2015. It was agreed that there should be a focus on increasing revenue and hire out the pavilion more often.
- LC explained that the CAF Bank Account signatories needed updating. TC suggested that the account is closed and replaced by a new Unity Trust Bank.
It was agreed that TC, TR, SC and VR complete the bank mandate and become signatories, and that the account should then be transferred to Unity Trust.
- The Charity Risk Assessment was reviewed. Many actions were still outstanding. It was agreed that these needed to be completed by 31st March 2016. LC to update the Risk Assessment for review at the Trustee meeting on 14th December 2015.
- The updated Asset list was approved (Appendix 1).

6. RPPC Accounts 2015-16:

- The 2015-16 accounts as at 30th November 2015 were reviewed and approved (appendix 2)
- LC reported that the Bank reconciliation as at 30th November 2015 (appendix 3) had been completed. It was agreed that the quarter end Bank Reconciliation should be reviewed by TR in January.
- The 2015-16 forecast to 31st March 2016 was agreed (appendix 4). This included:
 - Payment of Allowances to elected members in February. (£1,160)
 - Approximately £760 is spent on removal and repair of benches at Gallowstree crossroads and installation of new bench.
 - £1000 is spent on a structural Survey of the Pavilion

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- The following subscriptions are paid before the end of 2015-16:
 - Parish On Line £50
 - ICO £35
 - OPFA £40
 - CPRE £29
 - OALC £310
- The following donations are made in February - bringing the total donations for the year to £3,009, plus £2,500 for Peppard War Memorial Hall roof which will be reserved at the end of the year:
 - Peppard News £250
 - Club SC £250
 - Peppard Relief in Need £100
 - SC Ambulance Service (Rapid Resp) £250
 - FISH £100
 - Sue Ryder £100

○ The forecasted Cashbook Balance at the end of the year is £25,001.13

7. RPPC Accounts 2016-17

- The 2016-17 budget was agreed (appendix 5). This included:
 - A Precept of £31,600 This is a £4,100 (14.91%) increase on 2015-16. The impact of this on Peppard resident's parish tax is shown in Appendix 6.
 - An increase of £1,000 in General Reserve, bringing the total to £18,956.00
 - No change to annual subscriptions made, ie:

- Chiltern Society	£25	ICO	£35
- ORCC	£65	OPFA	£40
- SLCC	£120	CPRE	£29
- Parish On Line	£50	OALC	£310
 - £1,250 in for a new notice board near school and improvements to the notice board near Unicorn
 - £100 to replenish salt bins
 - £1000 additional spend on general maintenance such as painting the pavilion
 - £2,500 for the Play Area
 - £1000 is spent on a structural Survey of the Pavilion
 - The donations budget is £3,750, £1,000 for the Churchyard and £2,750 to be decided during the year.
- The forecasted cashbook Balance at the end 2016-17 is £26,554.99

8. 2016-17 Audit

- LC reported that the first Internal Audit had been performed on Tuesday 23rd November 2015 by Arrow Accounting. The Interim Report, identified three findings as follows:
 - The External Auditors' findings from 2015-16 and RPPC's response are not correctly minuted. These findings and appropriate action were discussed and agreed in the Finance and Staffing meeting on October 6th 2015, but not minuted in the subsequent Full Council meeting.
Action: To be included in December's Full Council meeting.
 - Carlings Orchard is not listed in the Asset List.
Action: to update Asset list to include Carlings Orchard, at cost £1.

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- The 2014-15 Internal Audit report is not correctly accepted by members nor correctly minuted. (Note: the 2014-15 Internal Audit was clean).
Action: LC to complete the Review of Internal Audit using the template provided by the new Internal Auditor, and ensure that the 2014-15 Internal Audit report is accepted by members and correctly minuted.
- Note the Interim Report concluded that:
“Overall, the Council has sound arrangements in place to satisfy itself that its systems of internal financial control are both adequate and effective in the interim. There are approval and authorisation controls and there is a clear audit and management trail for financial transactions. Further tests will be undertaken at the final visit”

9. Administration:

- Inspection Logs are due again. TR submitted his completed forms and reported concern over some benches around the cricket pitch and also some trees, but was unsure whether the trees were on RPPC land or part of the Nettlebed Estate Land.
- The Risk Assessment needed to be updated. LC to update the Risk Assessment to show actions completed and to action those outstanding.

11. Training

- It was agreed that VM should attend the OALC Roles and Responsibilities Course in March 2016 and LC to attend the OALC Internal Audit Course in February 2016.

Meeting ended at 9:30pm.

Adopted as a true and accurate record:

Signature:

Date:

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Appendix (1): 2014-15 Charity Accounts as at 16th November 2015

Bank Reconciliation		
Cash Book at 31/03/2015		14,917.02
Receipts ytd		
Cricket	600.00	
Hearns	440.00	
RPPC	210.00	
Other Hiring	70.00	
Other Income	50.00	
Interest	18.40	1,388.40
LESS : Payments ytd		
Reimbursements to RPPC*	2,382.24	2,382.24
Cash Book at 16/11/2015		13,923.18
Bank Balance at 16/11/15		15,108.49
Difference:		1,185.31
Payment to RPPC not cleared:		
16-474 - Repair : Toilet Floor		-155.00
16-475 - Expense : Curtain Poles		-79.58
16-476 – Install : Curtain Poles		-75.00
16-477 - Expense : Curtains		-26.61
16-478 - Asset : Hanging Chalk Board		-217.00
16-479 - Expense : Time Switches		-632.12
Total payments not cleared		-1,185.31

M&G Savings	
23 units - value at 30-9-15	4,348.69
Charity costs/payments	
* Costs funded by Charity.	
Expense : Keys/Locks	190.50
Expense : Electrical Diagrams	200.00
Asset : Projector	374.17
Install : Projector	269.78
Install : N Board	60.00
Install : Proj Misc	42.48
Install : Proj Misc	60.00
Repair : Toilet Floor	155.00
Expense : Curtain Poles	79.58
Install : Curtain Poles	75.00
Expense : Curtains	26.61
Asset :Hanging Chalk Board	217.00
Expense : Time Switches	632.12
TOTAL funded by Charity	2,382.24
Costs funded by RPPC	
Maintenance (RES)	198.63
Cleaning Pavilion	345.34
Electricity	683.76
Insurance	404.70
Dog Bin Emptying	41.86
TOTAL funded by RPPC	1,674.29
TOTAL costs	4056.53

Asset Register						Insurance
Ref	Asset & Description	Location	Asset Value Date	At 31/03/15	At 31/10/15	1/4/2015
CH01	Pavilion	Sports Field	Mar 2012 surveyor	175,000	175,000	207,618
CH02	Pavilion contents	Pavilion	End 2010/11	3,000	3,000	3,278
CH03	Dog Bins	Sports Field	End 2010/11	235	235	273
CH04	Dog Bins	Sports Field	End 2010/11	235	235	273
CH05	Notice Board	Front Pavilion	Feb-15	1,318	1,318	1,318
CH06	Projector	Pavilion	Jul-15	0	374	
CH07	Hanging blackboard	Front Pavilion	Nov-15	0	217	
				179,788	180,379	212,761

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Appendix (2): RPPC 2015-16 Accounts at 30th November 2015

	TOTAL	
	Actual Apr-Nov	Year Budget
Income		
Precept	27,500.00	27,500.00
Other Income	772.70	264.00
Total Income	28,272.70	27,764.00
Expense		
Staff Costs	7,470.14	11,013.56
Councillor and Clerk	209.45	700.00
Finance, Admin and IT	1,609.83	1,742.00
Insurance	300.00	300.00
Subscriptions	208.00	665.00
Village Upkeep	755.70	525.00
Carlings Orchard	2,200.00	1,790.00
Grant to SP&F Charity	1,836.27	2,400.00
Donations and Grants	1,959.16	4,750.00
Projects	211.50	2,240.00
Miscellaneous	200.00	0.00
Trustee Purchases	0.00	0.00
S137	69.20	100.00
VAT paid	839.74	0.00
Total Expense	17,868.99	26,225.56

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Appendix (3): RPPC Bank Reconciliation 30th November 2015

Q3 Bank Reconciliation as at 30th November 2015		
Cash Book at 30/09/2015		36,796.34
PLUS : Oct + Nov Receipts		
Total	0	0.00
LESS : Oct + Nov Payments		
Total	2,894.00	2,894.00
Cash Book at 30/11/2015		33,902.34
Bank Balance at 30/11/15		33,062.70
Difference:		839.64
Payment to RPPC not cleared:		
October Cashbook:		
16-435 HMRC PAYE&NI		-21.60
16-436 October Payroll Services		-13.30
November Cashbook:		
16-453 November PAYE&NI		-21.40
16-454 November Payroll Services		-13.30
16-455 Oct - Nov Electricity (Est)		-28.07
16-456 Oct - Nov Electricity (Est)		-118.80
16-459 Xmas Gifts		-19.20
16-461 APM Hall Hire		-80.00
16-462 Deposit for Hall hire		-100.00
16-472 Removal Fallen tree		-100.00
16-473 Sign-up Gas credits		170.00
16-474 Charity Reimburse (16-439)		155.00
16-475 Charity Reimburse (16-441)		79.58
16-476 Charity Reimburse (16-442)		75.00
16-477 Charity Reimburse (16-443)		26.61
16-478 Charity Reimburse (16-412)		217.00
16-479 Charity Reimburse (16-448)		632.12
TOTAL		839.64

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Appendix (4): RPPC Forecasted year Accounts for 2015-16

Opening Cashbook Balance	23,410.27	
	2015-16 Forecast	Budget for 2015-16
Income		
Precept	27,500.00	27,500.00
SODC Grant	254.00	254.00
Total Other Income	1,810.81	10.00
Total Income	29,564.81	27,764.00
Expense		
Staff Salaries & Pension	12,227.09	11,014.00
Councillor and Clerk expenses	374.45	700.00
Finance Admin and IT	2,129.72	1,742.00
Insurance	300.00	300.00
Subscriptions	672.00	665.00
Village Upkeep	1,105.72	525.00
Carling Orchard Upkeep	2,200.00	1,790.00
SP&F Charity Upkeep	3,859.52	2,400.00
Donations	3,009.00	4,750.00
Projects Play Area	711.50	2,240.00
Projects Other	0.00	0.00
Miscellaneous	200.00	0.00
S137	69.20	100.00
Total before VAT	26,858.20	26,225.56
Total VAT	1,115.76	
Total Expense	27,973.96	
Year End Forecasted Cashbook Balance	25,001.13	

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Appendix (5): RPPC 2016-17 Budget

Opening Cashbook Balance		25,001.13
	2015-16 Forecast	2016-17 Budget
Income		
Precept	27,500.00	31,600.00
SODC Grant	254.00	0.00
Total Other Income	<u>1,810.81</u>	<u>40.00</u>
Total Income	29,564.81	27,764.00
Expense		
Staff Salaries & Pension	12,227.09	12,330.52
Councillor and Clerk expenses	374.45	370.00
Finance Admin and IT	2,129.72	1,924.00
Insurance	300.00	315.00
Subscriptions	672.00	675.00
Village Upkeep	1,105.72	1,665.00
Carling Orchard Upkeep	2,200.00	2,100.00
	Projects	0.00
SP&F Charity Upkeep	3,859.52	3,486.62
Donations	3,009.00	3,750.00
Projects Play Area	711.50	2,500.00
	Other	0.00
Miscellaneous	200.00	500.00
S137	69.20	70.00
Total before VAT	<u>26,858.20</u>	<u>30,086.14</u>
Total VAT	<u>1,115.76</u>	
Total Expense	27,973.96	30,086.14
Year End Forecasted Cashbook Balance		26,554.99

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Appendix (6): 2016-17 Precept & impact on Parish Council Tax.

The Tax Base in 2016-17 has increased from 902.4 to 903.5:

For a Precept of £31,600, the Parish Council Tax per year will be as shown in the 2016-17 column below:

Comparison Parish Tax by year			
House Band	Parish Tax		Annual increase
	2015-16	2016-17	
A	£20.31	£23.31	£3.00
B	£23.70	£27.20	£3.50
C	£27.08	£31.08	£4.00
D	£30.47	£34.98	£4.51
E	£37.24	£42.75	£5.51
F	£44.01	£50.52	£6.51
G	£50.78	£58.29	£7.51
H	£60.94	£69.95	£9.01

Comparison 2015-16 Parish Taxes	
Sonning Common	£62.85
Kidmore End	£50.96
Checkendon	£47.70
Rotherfield Greys	£40.41
Binfield Heath	£38.62
Nettlebed	£36.78
Stoke Row	£35.51
Harpsden	£30.99
Rotherfield Peppard	£30.47
Shiplake	£28.10
Highmoor	£25.27
Bix and Assendon	£21.93
Henley on Thames	£87.00