

ROTHERFIELD PEPPARD PARISH COUNCIL

Minutes of Meeting of Finance and Staffing Committee
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
on Tuesday 6th January 2015 at 7:30 pm

Present:

Committee Members			
Tony Cotton (Chairman)	TC	Leeanne Flett	LF
Simon Crouch	SC		
Linda Collison (Clerk/RFO)	LC		
Members of the Public present		None	

All Committee decisions **agreed** below are to be proposed at either the Parish Council meeting or Charity Trustee meeting to be held on Monday 12th January 2015.

1. Apologies:

Apologies received from Councillors Ryan and Cooper prior to the meeting were accepted.

2. Declaration of Interest:

None.

3. Minutes from previous meeting:

It was noted that the Finance and Staffing meeting on Tuesday 5th August 2014 was inquorate and had been cancelled. Therefore at the Full Council meeting held on Monday 8th December 2014, Councillors Flett and Crouch were voted onto the Finance and Staffing Committee.

It was agreed that the Minutes of the Finance and Staffing held on 8th April 2014 should be adopted as a true and accurate record and were signed by the Committee Chairman.

4. Charity Accounts 2014-15:

- The 2014-15 year to date Charity Accounts shown in Appendix (1) were reviewed and agreed.
- The forecasted hiring income for January to March 2015 would be approximately £235.
- It was agreed that the following should be funded by the Charity in 2014-15:
 - The realignment/repair of the flood lights. (To £50)
 - New locks and keys for the pavilion should be funded by the Charity. (To £300)

Charity Accounts 2015-16:

- It was agreed that if WiFi is to be installed in the pavilion during 2015-16 it should be funded by the Charity (not RPPC).
- It was noted that the two contracts with British Gas for the supply of Electricity to the Pavilion will terminate on 31st March 2015 (contract 601124345) and 30th March 2015 (contract 601124379). It was agreed that the Clerk should send notice to British Gas before 1st March 2015 and 28th February 2015, respectively, of the Councils intention to terminate the contracts on the termination dates, and therefore avoid going to the more costly Variable Price Plans. Clerk should arrange alternative electricity supplies before terminating the contracts.
- All other matters relating to the 2015-16 accounts to be discussed at the Charity Trustee meeting on Monday 9th March 2015.

5. CAF Bank Account Bank Signatories:

It was agreed that:

- All members should become CAF Bank signatories needed to be updated.

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- On-line view access of the Caf Bank account should be set up for the Clerk.
- The nominated bank account for the Caf bank account should be Unity Trust bank account.

6. Expenses:

LF agreed to review the clerk's expenses for the period September to December 2014 (£88.18) prior to consideration at the Full Council meeting on Monday 12th January.

7. RPPC Accounts 2014-15:

- The 2014-15 forecasted Parish Council accounts shown in Appendix (2) were reviewed and agreed. This included:
 - £1250 in donations as follows:

Peppard News	£250
Club SC	£250
Peppard Relief in Need	£250
CAB	£250
Fish	£250
 - £459 in subscriptions as follows:

Parish on Line February	£ 48
ICO February	£ 35
OPFA	£ 40
CPRE	£ 29
OALC	£307
 - £250 to be spent on a projector to be used in Council meetings, with a view to saving paper and ink cartridges as well as facilitating the meetings.
 - Year-end project reserves as follows:

From 2013-14	£ 500	(Sonning Common Skate park)
Peppard War Memorial Hall	£ 2,500	(roof repair – project not started)
Play Area	£ 2,500	

8. RPPC Accounts 2015-16 - Budget & Precept:

- The 2015-16 forecasted Parish Council accounts shown in Appendix (3) were reviewed and agreed. These include:
 - £2,500 for the Play Area project (in addition to the 2014-15 year end reserve)
 - £500 for Village Green projects
 - £600 (in total) for a Village & Carlings Orchard gardener/handyman.
- All 2014-15 year-end project reserves being spent during 2015-16.
- It was agreed that a precept of £27,500 in addition to the CTRS grant of £254 should be requested. This would be a 2.25% increase in precept from current year, but as the tax base has increased from 889.6 to 902.4, the impact on resident is less than 1% increase.

9. Training

LC presented her 2015-16 training plan which was approved, subject to cost.

Meeting ended at 9:30pm

Adopted as a true and accurate record:

Signature:

Date:

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Appendix (1) - 2014-15 year to date Charity Accounts

Charity Accounts as at 30th December 2014

Bank Reconciliation as at 30th September		
Csh Book at 30/03/2014		13,214.57
Receipts to 30th June		
Cricket	841.68	
Football (2012-13)	500.00	
Hearns	495.00	
Kinder Musik	180.00	
RPPC	210.00	
Other Hiring	160.00	
Interest	15.87	2,402.55
Payments		
Painting Benches	-41.98	
Flood lights for pavilion	-311.00	-352.98
Cash Book at 30/12/2014		15,258.55
Bank Balance at 30/12/2014*		15,435.14
Difference		-176.59
Unpresented receipts		
RPPC Rent (Jul-Dec))	140.00	
Unpresented payments		
Flood lights for pavilion	-311.00	
Difference		-171.00

Savings (M&G) :	
23 units - value at 30-9-14	4,290.67

2014-15 Costs paid by RPPC		
	Last Year	This Year
Insurance	389.51	415.17
Water Rates	170.65	73.93
Electricity	2,120.46	1,073.15
Dog Bin Emptying	103.45	62.79
Electrical Work	1,104.25	0.00
Cleaning Pavilion	332.69	17.02
Maintenance	32.85	586.90
	4,253.86	2,228.96

Maintenance		
Description	Ref #	Amount
Keys cut	15-166	51.00
Electrical from inspection	15-170	349.00
Fire Ext Check	15-211	49.40
Inv Books	15-251	47.50
Mouse in pavilion	15-240	90.00
	TOTAL	586.90

* Obtained by phone call to Caf Bank on 30th December 2014.

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Appendix (2): 2014-15 Accounts Forecast

	Apr-Dec	Jan-Mar	2014-15 TOTAL	
	Actual	Forecast	Forecast	Budget
Opening Cashbook Balance			21,267.96	
Income				
SODC Grant	331.00	0.00	331.00	331.00
Precept	26,895.00	0.00	26,895.00	26,895.00
Total Other Income	156.45	981.10	1,128.94	5.98
Total Income	27,382.45	28,354.94	28,354.94	27,231.98
Expense				
Staff Salaries & Pension	7,827.57	2,609.19	10,436.76	8,217.80
Cllr and Clerk expenses & allowances	328.10	668.55	996.65	1,336.00
Finance Admin and IT	1,085.15	685.05	1,770.20	1,640.00
Insurance	300.00	0.00	300.00	300.00
Subscriptions	254.00	459.00	713.00	675.00
Village Upkeep	1,487.29	-568.14	919.15	3,234.00
Projects	0.00	0.00	0.00	0.00
Carling Orchard Upkeep	1,430.00	0.00	1,430.00	2,405.00
Projects	0.00	0.00	0.00	0.00
SP&F Charity Upkeep	2,228.96	931.86	3,160.82	4,509.00
Projects	0.00	300.00	300.00	0.00
Donations	3,395.85	1,250.00	4,645.85	2,750.00
Other Projects Play Area	475.00	0.00	475.00	2,000.00
Miscellaneous	324.67	0.00	324.67	0.00
S137	164.90	0.00	164.90	50.00
Total before VAT			25,637.00	27,116.80
Total VAT	1,156.48	0.00	1,156.48	0.00
Total Expense	20,457.97	6,335.51	26,793.48	27,116.80
Less payment from previous years reserves			0.00	
Year End Forecasted Cashbook Balance			22,829.42	
RESERVES at end of year				
General Reserve			17,956.00	
2013-14 Year End Reserve			500.00	
2014-15 Year End Reserve (PWMH)			2,500.00	
2014-15 Year End Reserve (Play Area)			2,500.00	
			23,456.00	

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Appendix (3): 2015-16 Budget

	2014-15 TOTAL		2015-16
	Forecast	Budget	Forecast
Opening Cashbook Balance	21,267.96		22,829.42
Income			
SODC Grant	331.00	331.00	254.00
Precept	26,895.00	26,895.00	27,500.00
Total Other Income	1,128.94	5.98	10.00
Total Income	28,354.94	27,231.98	27,764.00
Expense			
Staff Salaries & Pension	10,436.76	8,217.80	9,193.56
Cllr and Clerk expenses & allowances	996.65	1,336.00	2,520.00
Finance Admin and IT	1,770.20	1,640.00	1,742.00
Insurance	300.00	300.00	300.00
Subscriptions	713.00	675.00	665.00
Village Upkeep	919.15	3,234.00	525.00
	Projects	0.00	740.00
Carling Orchard Upkeep	1,430.00	2,405.00	1,430.00
	Projects	0.00	360.00
SP&F Charity Upkeep	3,160.82	4,509.00	2,400.00
	Projects	0.00	0.00
Donations	4,645.85	2,750.00	4,750.00
Other Projects Play Area	475.00	2,000.00	1,500.00
Miscellaneous	324.67	0.00	0.00
S137	164.90	50.00	100.00
Total before VAT	25,637.00	27,116.80	26,225.56
Total VAT	1,156.48	0.00	0.00
Total Expense	27,793.48	27,116.80	26,225.56
Less payment from previous years reserves	0.00		5,500.00
Year End Forecasted Cashbook Balance	22,829.42		18,867.86
RESERVES at end of YEAR			
General Reserve	17,956.00		17,956.00
2013-14 Year End Reserve	500.00		0.00
2014-15 Year End Reserve (PWMH)	2,500.00		0.00
2014-15 Year End Reserve (Play Area)	2,500.00		0.00
	23,456.00		17,956.00