

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 October 2015 at 7:30 pm

Present:

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

All Committee decisions agreed below are to be proposed at the Parish Council meeting to be held on Monday 12th October 2015.

1. Apologies:

None.

2. Declaration of Interest:

None.

3. Minutes from previous meeting:

It was agreed that the Minutes of the Finance and Staffing held on Tuesday 7th July 2015 should be adopted as a true and accurate record and were signed by the Committee Chairman.

4. 2014-15 Audit Response:

LC reported that the External Auditor had identified one minor issue with the Annual Return as follows : "Annual Return does not add up by £1". LC explained that this was a rounding issue, which could not be avoided when the instructions on the Annual Return was that the figures should be rounded "to the nearest £1". As shown in Appendix 1.

It was agreed that should this happen again, advice should be taken from BDO.

5. RPPC Accounts 2015-16:

- The year-to-date accounts were reviewed. (Appendix 2)
 The figures included forecasted October figures, and it was noted that after 7 months (April – October) the estimated spend was 70% of the annual amount – after 7 months this should have been 58%. However £1,196 had been spend on behalf of the Charity, which needed to be reclaimed; and the 2014-15 VAT claim (approximately £1,200) had yet to be made. After these adjustments are made the year to date spend is approximately 61% target.
- It was agreed that Cashbook entries 15-256/7 (from last year) should be voided. These were for a new kitchen cleaner (and cleaning tools eg Hoover) but the Council were unable to find a suitable candidate at the time.
- LC reported that the bank reconciliation as at 30th September 2015 was completed. It was agreed that at the full council meeting a member would be asked to check the reconciliation.
- The October July Payments (Appendix 3) were reviewed and approved, including
 - Ref 16-448: It was agreed to pay a total of £591 + £41.19(VAT) for the timer switches in the pavilion – this is £71 higher (excluding VAT) than previously approved. Note this is Trustee Cost – money to be reclaimed from the Charity – to be agreed at next Trustee meeting.
 - Ref 16-443: It was agreed to purchase of 2 sets of curtains (to £50 max) for the pavilion (These are in addition to the ones donated to the Council). This keeps the total spend on curtains under £200, the amount already approved. Note this is Trustee Cost – money to be reclaimed from the Charity – to be agreed at next Trustee meeting.

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 October 2015 at 7:30 pm

- Ref 16-446: It was agreed to purchase of a Remembrance Wreath for £50.
- Ref 16-447: SC reported that the heat detector alarm in the main hall was faulty and needed to be replaced; and one of the emergency lights also needed investigating. It was agreed that a fire inspection was needed along with a new heat detector alarm and (possibly) new emergency light. LC to obtain quote.

6. Expenses:

LF agreed to review the Clerk's expenses for the period July to September 2015 (£118.82) prior to consideration at the Full Council meeting on Monday 12th October 2015.

7. Administration:

- **Internal Auditor:** LC reported that she had asked all clerks in Oxfordshire to recommend an internal Auditor, and from the responses, LC recommended to employ Arrow Accounting as Internal Auditor for 2015-16 as they were highly recommended by 12 Councils . Cost £400-500.
- **2016-17 Budget Timetable:** The following process was agreed
 - Members submit their 2016-17 budget requirements/suggestions to the Clerk before 21st October 2015.
 - Draft 2016-17 budget to be reviewed at the next (November) Full Council meeting,
 - Budget to be finalisation and approved at the December Full Council meeting.
 - Precept amount for 2016-17 to be agreed and approved at the December Full Council meeting.
 - In order to achieve this the date of the December Finance and Staffing meeting needed to be moved to Tuesday 1st December 2015 (from 8th December)
- It was agreed that the January 2016 Full Council meeting should be cancelled - The Planning Committee meeting to remain if required.
- **Confidential:**

8. Bank Accounts:

LC reported that Unity Trust had a new Sort Code 60-83-01.

9. Donations:

It was agreed that all requests for donations should be considered in the February Full Council meeting when the Council will know whether there are available funds for donations.

10. Training

It was noted that SC had attended the Finance Training Course on 30th September 2015 and that two places had been reserved (and paid for) for the Planning training course on 2nd November 2015 – Councillors Treacher and Rancombe to attend. SC said he would attend the planning course if either Councillor Treacher or Rancombe were unable to make it.

TC left the meeting.

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 October 2015 at 7:30 pm

11. New Chairman:

SC reported that the planned advert for a Chairman (agreed in the September Full Council meeting) had been changed to an advert for councillors at the last minute, as advised by OALC. This would run for 2 weeks and in the second week it would be supported by a short editorial in the 'Peppard' section of the paper.

It was noted that there were no residents on the Council from Wyfold, Wyfold Lane or the Esther Carling Lane area and it was agreed that a Village email highlighting this should be issued, asking residents of that area to consider joining the Council.

Meeting ended at 8:45pm.

Adopted as a true and accurate record:

Signature:

Date:

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 October 2015 at 7:30 pm

Appendix (1): 2014-15 – Rounding Issue explained:

SECTION 1 : External Auditors Form 2014-15		Figures to 2 decimal places	Figures Entered	Notes
1	BALANCES BROUGHT FORWARD	21267.74	21,268	Figure correctly rounded to nearest £1
2	(+) ANNUAL PRECEPT	26895.00	26,895	Figure correctly rounded to nearest £1
3	(+) TOTAL OTHER RECEIPTS	2605.61	2,606	Figure correctly rounded to nearest £1
4	(-) STAFF COSTS	11097.47	11,097	Figure correctly rounded to nearest £1
5	(-) LOAN INTEREST/CAPITAL REPAYMENTS	NA	NA	NA
6	(-) TOTAL OTHER PAYMENTS	16260.83	16,261	Figure correctly rounded to nearest £1
7	(=) BALANCES CARRIED FORWARD	23410.05	23,410	Figure correctly rounded to nearest £1 - BUT is not the sum of the above figures when rounded.
8	TOTAL CASH AND SHORT TERM INVESTMENTS	23410.27	23,410	Figure correctly rounded to nearest £1

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 October 2015 at 7:30 pm

Appendix (2): 2015-16 Accounts

	Apr - Jun 2015	Jul - Sep 2015	October 2015	TOTAL	
				Actual Apr-Oct	Year Budget
Income					
Precept	13,750.00	13,750.00	0.00	27,500.00	27,500.00
Other Income	261.30	511.40	0.00	772.70	264.00
Total Income	14,011.30	14,261.40	0.00	28,272.70	27,764.00
Expense					
Staff Costs	2,623.77	2,997.79	930.11	6,551.67	11,013.56
Councillor and Clerk	0.00	209.45	161.40	370.85	700.00
Finance, Admin and IT	275.82	718.07	109.32	1,103.21	1,742.00
Insurance	300.00	0.00	0.00	300.00	300.00
Subscriptions	208.00	0.00	0.00	208.00	665.00
Village Upkeep	41.86	554.98	19.00	615.84	525.00
Carlings Orchard	0.00	2,200.00	0.00	2,200.00	1,790.00
Grant to SP&F Charity	931.17	725.12	618.40	2,274.69	2,400.00
Donations and Grants	709.17	1,250.00	0.00	1,959.17	4,750.00
Projects	192.50	19.00	0.00	211.50	2,240.00
Miscellaneous	-40.00	600.00	2.50	562.50	0.00
Trustee Purchases	1,094.45	-859.95	961.50	1,196.00	0.00
S137	0.00	0.00	50.00	50.00	100.00
VAT paid	348.60	307.83	87.72	744.15	0.00
Total Expense	6,685.34	8,722.29	2,939.95	18,347.58	26,225.56

Note: Some October figures are estimates, pending actual quotes or invoices.

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 October 2015 at 7:30 pm

Appendix (2): October Payments

Approved in previous meetings –for payment this month

	Account	Payee	Description	Amount £	Notes
16-412	Trustee Purchase	Greenbarnes Ltd	Hanging Sign	-£281.40	
16-429	Councillor & Clerk	Henley Standard (LC Reimburse)	Advertising for Cllrs	-£193.68	£200 approved
16-410	Misc	OCC Highways	Road Survey	-£120.00	
16-430	Village upkeep	Solo Press (LC Reimburse)	Printing cards	-£19.00	£50 approved.
16-415	Village upkeep	Binshop	New Bench Aubel - See Agenda item 7	-£429.98 +VAT	

New items - for spend and payment approval

	Account	Payee	Description	Amount £	Notes
16-431	Staff Costs	T Parisi	October wages	tbc	
16-432	Staff Costs	M Bowles	October wages	tbc	
16-433	Staff Costs	L Collison	October wages	tbc	
16-434	Staff Costs	OCC Pension	October Pension	tbc	
16-435	Staff Costs	HMRC	October PAYE	tbc	Paid quarterly - Dec
16-436	Staff Costs	Autela Payroll Svs	Payroll Svs Oct	-£13.30	Paid quarterly - Dec
16-437	Grant to SP&F	British Gas	Electricity October	tbc	Paid by direct debit
16-438	Grant to SP&F	British Gas	Electricity October	tbc	Paid by direct debit
16-439	Trustee Purchase	Hallet the Handy Man	Repair toilet	-£155.00	9 th March Trustee approved up to £200
16-440	Various	L Collison	Expenses (Jul-Sept)	-£118.82	
16-441	Trustee Purchase	Fashion Interiors (LC Reimburse)	5 curtain poles for pavilion	-£95.50 +VAT	Trustee approved 9 th March up to £200 to install curtains
16-442	Trustee Purchase	Hallet the Handy Man	Install curtain poles	-£50.00	
16-443	Trustee Purchase	Argos (?) (LC Reimburse)	2 curtains for top windows	-£50.00 tbc	
16-444	Grant to SP&F	Dust in Time	Spring Clean pavilion	-£285	£300 approved on 9 th March
16-445	<i>Confidential</i>				
16-446	S137	British Legion - tbc	Poppy Wreath	tbc	
16-447	Grant to SP&F	RES	Fire check & new smoke detector	tbc	
16-448	Trustee Purchase	S Folland Electrician	Timer switches	-£632.12	(£206 + VAT) + £385