

ROTHERFIELD PEPPARD PARISH COUNCIL
 Minutes of Meeting of Finance and Staffing Committee
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard
 on Tuesday 7th July 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
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All Committee decisions **agreed** below are to be proposed at the Parish Council meeting to be held on Monday 13th July 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 April 2015 should be adopted as a true and accurate record and were signed by the Committee Chairman.

4. RPPC Accounts 2015-16:

- The year-to-date accounts were reviewed. (Appendix 1) It was noted that there is a forecasted over-spend in payroll of approximately £1,500. It was agreed that no action should be taken at this time.
 LC to redraft/clarify the analysis sheet.
 LC reported that the April – June amount for purchases made by the Council for the Charity (£1,094.45) had be recouped from the Charity Account on 7th July 2015.
- The bank reconciliation as at 30th June 2015 was reviewed. At the Full Council meeting a Council member will be asked to review in detail.
- In September 2015 the PAYE P32 showed a credit for RPPC of 11.64, but it was never received. In March 2015 HMRC confirmed twice (by phone) that there was no credit owing on ‘the system’. It was unanimously agreed to that the £11.64 credit should be written-off from the cashbook.
- It was unanimously agreed that the £500 cheque from Johnson Matthew as a contribution towards the cost of the proposed yellow lines on Blounts Court Road and Butlers Yard should be banked and paid to OCC at the appropriate time.
- July Payments:
 - It was unanimously agreed to recommend that RPPC purchase one Anti-Vandal bench and one Anti-Vandal Seat from Bin-shop.co.uk (total cost £532.78) as the donation to the Sonning Common Skate Park. LC to see if the delivery costs can be reduced when two items are purchased.
 - It was unanimously agreed to recommend that RPPC make a donation of £1000 to All Saints Church for church yard maintenance and £250 to NDCC to help with grass cutting.
 - It was agreed to recommend the RPPC retrospectively approve the April payment of £3.56 to 1and1. In January, being tasked with finding an alternative solution to using Rapid Weaver to create the RPPC website, the clerk signed a discounted deal with 1and1. (£14.24/year). Upon evaluation this is not a good solution and the package should be cancelled.

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- It was agreed to recommend that RPPC retrospectively approve the payment of £60 for hire of Peppard War Memorial Hall for the Townlands meeting on Thursday 11th June 2015.
- It was agreed to recommend payment of all July payments presented (appendix 2).
- It was noted that the returned APM deposit from Peppard War Memorial Hall (£100) and Bank interest (£7.30) were credited to the cash book.
- It was noted that the cashbook entries for the Speed Surveys (ref 15-318/319) had been net of VAT. It was agreed that the VAT needed to be included in the cashbook.

5. Expenses:

TC agreed to review SC and the Clerk's expenses for the period April to June 2015 (£134.55) prior to consideration at the Full Council meeting on Monday 13th July 2015.

6. Clerks Salary:

- It was unanimously agreed to recommend that RPPC increase clerk's grade to SCP 27 (includes a 1 point increase for passing CiLCA) and therefore a new hourly rate of £12.317.
- LC explained that although her monthly allowance entitlement is £15 (as per contract) she has been receiving £13 as this is the amount payable without PAYE implications. This amount is now £18. It was unanimously agreed to recommend that RPPC pay the contracted amount of £15 per month office as this is lower than the minimum amount payable without PAYE implications.
- It was noted that no P11D was required for the clerk for year ended 2015-16. The Council phone is used for business purposes only and the clerk earns less than £8,500.

7. Administration:

- LC explained that there is a Transparency code for parishes with a turnover of greater than £200,000 and for those with a turnover less than £25,000, ie these is none for RPPC. It was unanimously agreed to recommend that RPPC adopt the Transparency Code for small parishes.
- It was unanimously agreed to recommend that RPPC do not move to a '.gov.uk' domain name suffix – it is not a legal requirement and cost approx. £50 per year – about £40/year more than current domain name,
- It was unanimously agreed to recommend that the RPPC website is built using 'Weebly' package. The site is currently built using Clerk's own software Rapid-Weaver – which runs on Apple operating system.
Website editing by Weebly is via the internet and allows for more than one editor on any site. It can be used on all operating systems, ie the Council's windows pc, and can create pages that are password protected (ie viable by rppc only). The process of creating and updating the website is substantially faster than using Rapid-Weaver. Cost is £50.92 per year.
- It was unanimously agreed to recommend that the RPPC purchase Sony ICDPX333.CE7 4GB PX Series MP3 Digital Voice IC Recorder cost of (£30 + VAT) to record Council meetings. Recordings to be deleted when the minutes for the meeting are approved.
- LC explained that in 2016-17 a new version of "Arnold Baker" (Clerk's bible) should be purchased.

8. Internal Auditor:

TC raised concern that the Council had not yet found an internal auditor for 2015-16. LC was asked see if Jean Nunn (Internal Auditor for past three years) could recommend an alternative Internal Auditor.

9. Bank Accounts:

It was noted that a new signatories form and a new on-line authorisation form needed to be completed for Unity Trust to reflect the recent changes in members. Action LC/ALL

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It was unanimously agreed to recommend that RPPC close the NatWest account and transfer all funds into the Unity Trust account.

10. Training

SC expressed an interest in attending a Finance Training Course. LC reported that Councillor Rancombe would be interested in attending the OALC Roles and Responsibilities Course.

Meeting ended at 9:30pm.

Adopted as a true and accurate record:

Signature:

Date:

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Appendix (1): 2015-16 Accounts

	Apr - Jun Actual	July (tbc)	Apr-July Actual	Year Budget
Income				
Precept	13,750.00	0.00	13,750.00	27,500.00
Other Income	261.30	0.00	261.30	264.00
Total Income	14,011.30	0.00	14,011.30	27,764.00
Expense				
Staff Costs				
Members Allowance	0.00	0.00	0.00	1,820.00
Payroll Services	39.90	13.30	53.20	150.00
Payroll	2,206.05	731.47	2,937.52	7,732.40
Employer NI Contributions	-14.70	-4.90	-19.60	-85.00
Employer Pension Contribution	392.52	130.84	523.36	1,396.16
Total Staff Costs	2,623.77	870.71	3,494.48	11,013.56
Councillor and Clerk	0.00	9.45	9.45	700.00
Finance, Admin and IT	275.82	318.96	594.78	1,742.00
Insurance	300.00	0.00	300.00	300.00
Subscriptions	208.00	0.00	208.00	665.00
Village Upkeep	41.86	0.00	41.86	525.00
Carlings Orchard	0.00	0.00	0.00	1,790.00
Grant to SP&F Charity				
Cleaning	14.05	0.00	14.05	0.00
Insurance - SP&F	404.70	0.00	404.70	425.00
Water - SP&F	0.00	0.00	0.00	175.00
Electricity - SP&F	470.56	45.00	515.56	1,575.00
Maintenance - SP&F	0.00	0.00	0.00	100.00
Dog Bin Emptying - SP&F	41.86	0.00	41.86	125.00
Total Grant to SP&F Charity	931.17	45.00	976.17	2,400.00
Donations and Grants				
Other	416.67	0.00	416.67	1,250.00
Memorial Hall Donation	280.00	0.00	280.00	2,500.00
Churchyard Maintenance	0.00	0.00	0.00	1,000.00
Total Donations and Grants	696.67	0.00	696.67	4,750.00
Projects	192.50	0.00	192.50	2,240.00
Miscellaneous				
Trustee Purchases	1,094.45	-986.47	107.98	0.00
Approved 2014-15 RPPC Unpaid	-100.00	0.00	-100.00	0.00
Misc Other	60.00	0.00	60.00	0.00
Total Miscellaneous	1,054.45	-986.47	67.98	0.00
S137	0.00	0.00	0.00	100.00
VAT paid	346.10	33.11	379.21	0.00
Total Expense	6,670.34	290.76	6,961.10	26,225.56

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Appendix (2): July Payments

	Account	Payee	Description	Amount £	Notes 1
The following were approved by Council in previous meetings BUT not yet actioned paid. (on hold)					
15-256-7	Approved 2014-	New Cleaner	New cleaner costs	-£300.00	Estimate £ tbc
16-359	Donation	Sonning Common PC	Bench	-£417 +	From reserves - see next
The following were approved by Council in previous meetings – now ready to pay					
16-354	ORCC	ORCC	Subscription	£65.00	
The following (June) cashbook adjustments to be approved in July Meeting					
16-372	PAYE	HMRC	Write-off credit	-£11.64	
16-373	APM	PWMH	Deposit return	£100.00	Receipt/credit
16-376	Bank Interest	Unity Trust	Interest	£7.30	Receipt/credit
15-318a	Appr'd 2014-15	OCC Highways	Speed Survey VAT	-£20.00	
15-319a	Appr'd 2014-15	OCC Highways	Speed Survey VAT	-£20.00	
The following (retrospective) payments to be approved in July Meeting					
16-374	It costs	1and1	Website package	-£3.56	
16-375	Miscellaneous	PWMH	Townlands	-£60.00	
The following payments to be approved in July Meeting					
16-377	Staff Costs	T Parisi	July wages	-£49.35	Estimate – awaiting payslip
16-378	Staff Costs	M Bowles	July wages	-£65.93	Estimate – awaiting payslip
16-379	Staff Costs	L Collison	July wages	-£549.21	Estimate – awaiting payslip
16-380	Staff Costs	HMRC & NI	July PAYE	-£23.70	Estimate – awaiting payslip
16-381	Staff Costs	OCC Pension	July Pension	-£169.02	
16-382	Staff Costs	Autela Payroll Svs	Payroll svs July	-£39.90	
16-383	Various	L Collison	Expenses	-£237.41	
16-384	Various	S Crouch	Expenses	-£47.98	
16-385	Election costs	SODC	Election costs	-£115.00	Awaiting invoice
16-386	Charity cost	Hallett the Handyman	Repair loft	-£60.00	
16-387	Electricity	British Gas	Electricity July	tbc	Awaiting invoice
16-388	Electricity	British Gas	Electricity July	tbc	Awaiting invoice

All Charity payments to be reclaimed from the Charity.