

**ROTHERFIELD PEPPARD PARISH COUNCIL**  
 Minutes of Meeting of Finance and Staffing Committee  
 held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard  
 on Tuesday 7<sup>th</sup> April 2015 at 7:30 pm

**Present:**

<b>Committee Members</b>			
Tony Cotton (Chairman)	<b>TC</b>	Leeanne Flett	<b>LF</b>
Hadley Cooper	<b>HC</b>	Terry Ryan	<b>TR</b>
Simon Crouch	<b>SC</b>	Barry Wood (Ex-Officio)	<b>BW</b>
Linda Collison (Clerk/RFO)	<b>LC</b>		
<b>Members of the Public present</b>		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 13<sup>th</sup> April 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 6<sup>th</sup> January 2015 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 approved – subject to the M&G investment figure being updated to reflect the figure as at 31<sup>st</sup> March 2015.

LC apologised for not preparing the Charity Asset Register as at 31<sup>st</sup> March 2015, and agreed to do so for the Full Council meeting on Monday 13<sup>th</sup> April 2015. The new Notice board to be added.

Concern was raised that the receipts (hiring income) was £2653 while the costs for the same period were over £4000 (£3,201 paid by RPPC and £951 paid for by the charity) and it was agreed that this should be addressed by

- a) Increasing the hourly hiring fee from £5 to £10 (Hearne’s and the Cricket Club arrangements will not be changed)
  - BW to ask Rotherfield United if they are interested in hiring the pavilion and field as they did before.
  - LC to find out the hourly hiring rate (daily/casual hire) for Peppard War memorial Hall.
- b) Promoting the pavilion for hire – especially when the projector and WiFi are installed.
  - LC to draft a poster for the Notice board outside the pavilion.
- c) Reducing the electricity cost per year.
  - SC to arrange for the electrical diagram to be drawn as soon as possible and then use that to identify the best timer controls for the storage heaters.

**5. Charity Accounts 2015-16:**

It was agreed that LC should draft a forecast for 2015-16. This should include a reduced annual electricity cost at 50% current year (£1,000), an increase in hiring income and the purchases previously agreed by the Trustee.

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- **Approved spend to be funded by the Charity**

1. Erection of Notice Board (cost up to £100 + VAT)
2. New locks (and keys) for pavilion back door (cost to £150 + VAT)
3. Repair toilet flooring (cost to be confirmed – up to £200 + VAT)
4. Install curtains in Pavilion (cost to be confirmed – up to £200 + VAT)
5. Power and Wiring Schematic map (cost up to £250 + VAT)
6. Repair Loft hatch (cost up to £250 + VAT)
7. WiFi in the pavilion (Year 1 £761 + VAT / Year 2 onwards £636 + VAT)
8. Ceiling projector (\*\* below)

- **Approved spend to be funded by RPPC**

Spring Clean of the Pavilion (cost to be confirmed – up to £300 + VAT)

\*\* SC recommended that the projector should be ceiling mounted. This would provide a safe storage place, avoid putting up and down each time of use and the display permanently set. It was unanimously agreed to purchase an Optoma HD141X projector (maximum cost £479 including VAT) plus installation (£280) giving a total (maximum) cost of £759 including VAT. Previously a cost of £350 had been approved.

## 6. Expenses:

TC agreed to review the clerk's expenses for the period January to March 2015 (£134.55) prior to consideration at the Full Council meeting on Monday 13<sup>th</sup> April 2015.

## 7. RPPC Accounts 2014-15:

The 2014-15 year to date Accounts (Appendix 2) were reviewed and approved. It was noted that, following BDO (external auditors) guidance, the reimbursement for repairing the damaged bus shelter (£782.36), the defibrillator training donations (£50) and the grant from OCC grant of £500 for the new notice board were shown as credits rather than being off-set against the respective payments. Action: LC to prepare a new report showing these off-set against the corresponding payments.

The 2015-16 cashbook balance at 31<sup>st</sup> March 2015 was £23,410.27. This included reserves of £2,500 (Play Area), £2,500 (PVMH), Sonning Common Skatepark (£500) in addition to the General Reserve (£17,956)

The Asset Register as at 31<sup>st</sup> March 2015 (Appendix 4) was approved. Insurance values for items to be reviewed in the Full Council meeting on May 18<sup>th</sup> 2015.

It was noted that the deadline for submitting the annual return was 29<sup>th</sup> June 2015. It was agreed that, if possible, the Internal Audit should be completed before the Full Council meeting on May 18<sup>th</sup> 2015 so that the Annual Return could be approved and signed at the meeting.

## 8. RPPC Accounts 2015-16:

The 2015-16 forecasted Parish Council accounts shown in Appendix (3) were reviewed. BW raised concern that the forecasted 'Staff Salaries and Pension' figure for 2015-16 (£9,196.56) when the 2014-15 figure was £11,097.47). It was noted that improvement in processes were being introduced to try to reduce the clerk's hours.

## 9. Training

Members congratulated the LC on passing her CiLCA qualification. LC to investigate salary implications.

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BW said that he would be asking all members to identify one area of training they require in 2015-16.

HC who is not standing for re-election was thanked for his contribution to the Finance and Staffing Committee.

Meeting ended at 9:30pm.

Adopted as a true and accurate record:

Signature: .....

Date: .....

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**Appendix (1) – 2014-15 Year-End Charity Accounts**

**Charity Accounts as at 31<sup>st</sup> March 2015**

Bank Reconciliation as at 31 <sup>st</sup> March 2015		
<b>Csh Book at 30/03/2014</b>		
		13,214.57
<b>Receipts to 30th June</b>		
Cricket	841.68	
Football (2012-13)	500.00	
Hearns	660.00	
Kinder Musik	180.00	
RPPC	210.00	
Other Hiring	170.00	
Interest	22.09	2,653.77
<b>Payments</b>		
Painting Benches	-41.98	
Notice Board	-598.34	
Flood lights for pavilion	-311.00	-951.32
<b>Cash Book at 31/03/2015</b>		
		14,917.02
<b>Bank Balance at 31/03/2015</b>		
		14,907.02
Difference		10.00
<b>Unpresented receipts</b>		
R923507 hiring rent	10.00	
		10.00

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	150.73
Electricity	2,120.46	1,963.88
Dog Bin Emptying	103.45	62.79
Electrical Work	1,104.25	0.00
Cleaning Pavilion	332.69	17.02
Maintenance	32.85	591.90
<b>TOTAL</b>	<b>4,253.86</b>	<b>2,228.96</b>

Maintenance		
Description	Ref #	Amount
Keys cut	15-166	51.00
Electrical 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
Glass for Windows	15-304	5.00
<b>TOTAL</b>		<b>591.90</b>

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**Appendix (2): 2014-15 Final Accounts as at 31<sup>st</sup> March 2015**

	LAST YEAR	THIS YEAR	
	Apr '13 - Mar 14	Apr '14 - Mar 15	
	Actuals	Actuals	Budget
<b>Income</b>			
Precept	26,869.00	26,895.00	26,895.00
Other Income	1,731.21	2,605.61	337.00
<b>Total Income</b>	28,600.21	29,500.61	27,232.00
<b>Expense</b>			
Staff Costs	10,180.14	11,097.47	8,217.80
Councillor and Clerk	1,210.80	336.65	1,336.00
Finance, Admin and IT	1,431.17	1,494.34	1,640.00
Insurance	300.00	300.00	300.00
Subscriptions	581.47	630.55	675.00
Village Upkeep	380.02	987.29	3,234.00
Carlings Orchard	1,410.00	1,430.00	2,405.00
Grant to SP&F Charity	4,413.86	3,201.49	4,509.00
Donations and Grants	1,985.00	4,645.85	2,750.00
Projects	0.00	475.00	2,000.00
Miscellaneous	262.33	1,194.67	0.00
S137	50.00	164.90	50.00
VAT paid	875.21	1,400.09	0.00
<b>Total Expense</b>	23,080.00	27,358.30	27,116.80

**Other Income - detail**

<b>Other Income</b>			
SODC CTRS Grant	225.49	331.00	331.00
OCC Grant	0.00	500.00	
VAT Reimbursement	1,494.79	978.94	
Bank Interest	10.93	13.31	
Other Income (Bus Shelter & Defib donations)	0.00	782.36	
<b>Total Other Income</b>	1,731.21	2,605.61	331.00

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**Appendix (3): 2015-16 Budget**

	2014-15 FINAL		2015-16
	Actual	Budget	Budget
Opening Cashbook Balance	21,267.96		23,410.27
<b>Income</b>			
Precept	26,895.00	26,895.00	27,500.00
SODC Grant		331.00	254.00
Total Other Income	2,605.61	5.98	10.00
<b>Total Income</b>	<b>29,500.61</b>	27,231.98	<b>27,764.00</b>
<b>Expense</b>			
Staff Salaries & Pension	11,097.47	8,217.80	9,193.56
Councillor & Clerk expenses & allow's	336.65	1,336.00	2,520.00
Finance Admin and IT	1,494.34	1,640.00	1,742.00
Insurance	300.00	300.00	300.00
Subscriptions	630.55	675.00	665.00
Village Upkeep	987.29	3,234.00	525.00
		0.00	740.00
Carling Orchard Upkeep	1,430.00	2,405.00	1,430.00
		0.00	360.00
SP&F Charity Upkeep	3,201.49	4,509.00	2,400.00
Donations	4,645.85	2,750.00	4,750.00
Other Projects Play Area	475.00	2,000.00	1,500.00
Miscellaneous	1,194.67	0.00	0.00
S137	164.90	50.00	100.00
<b>Total before VAT</b>	<b>25,958.21</b>	27,116.80	<b>26,225.56</b>
Total VAT	1,400.09	0.00	0.00
<b>Total Expense</b>	<b>27,358.30</b>	27,116.80	<b>26,225.56</b>
Less payment from previous years reserves	0.00		5,500.00
<b>Year End Cashbook Balance</b>	<b>23,410.27</b>		<b>19,448.71</b>
General Reserve	17,956.00		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		
	<b>23,456.00</b>		
<b>Cash Balance vs Reserves required:</b>	<b>-45.73</b>		<b>1,492.71</b>

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**Appendix (4): Asset Register**

Ref	Asset and Description	Asset Value Date	Start Year 1/4/2014	Restated 10/11/14	End Year 31/3/15
B1	Bench (ref B1)	End 2010/11	555.62	555.62	<b>555.62</b>
B10	Coronation Bench, nr Dove Ctg (B10)	End 2010/11	555.62	555.62	<b>555.62</b>
B11	Bench nr Manor Farm Ctgs (B11)	End 2010/11	555.62	555.62	<b>555.62</b>
B12	Jim Smith's mother's memorial bench off B481 (B12)	End 2010/11	555.62	555.62	<b>555.62</b>
B13	Bench near Stoke Row Road (ref B13)	End 2010/11	555.62	555.62	<b>555.62</b>
B14	James Porter bench pathway (ref B14)	End 2010/11	555.62	555.62	<b>555.62</b>
B15	Geoff King Bench - pathway (Oct 2011) (ref B15)	Oct-11	500.00	500.00	<b>500.00</b>
B2	Bench (ref B2)	End 2010/11	555.62	555.62	<b>555.62</b>
B3	Bench (ref B3)	End 2010/11	555.62	555.62	<b>555.62</b>
B4	Bench (ref B4)	End 2010/11	555.62	555.62	<b>555.62</b>
B5	Bench (ref B5)	End 2010/11	555.62	555.62	<b>555.62</b>
B6	Bench (ref B6)	End 2010/11	555.62	555.62	<b>555.62</b>
B7	Bench (ref B7)	End 2010/11	555.62	555.62	<b>555.62</b>
B8	Bench on "The Chalet side" (ref B8)	End 2010/11	555.62	555.62	<b>555.62</b>
B9	Bench on "The car park side" (ref B9)	End 2010/11	555.62	555.62	<b>555.62</b>
BS1	Bus Shelter (ref BS1)	End 2010/11	4,950.75	4,950.75	<b>4,950.75</b>
BS2	Bus Shelter (ref BS2)	Oct-10	7,122.73	7,122.73	<b>7,122.73</b>
DB3	Dog Bin (ref DB3) Green	End 2010/11	235.00	235.00	<b>235.00</b>
DB4	Dog Bin (ref DB4) Red	End 2010/11	235.00	235.00	<b>235.00</b>
G1	Pedestrian Gate, off Wyfold Lane (G1)	End 2010/11	543.00	543.00	<b>543.00</b>
G2	Vehicular Gate, off Wyfold Lane (G2)	End 2010/11	1,000.00	1,000.00	<b>1,000.00</b>
G3	Galvanised Railings (G3)	End 2010/11	2,220.00	2,220.00	<b>2,220.00</b>
KG1	Kissing Gate (ref KG1)	End 2010/11	380.67	380.67	<b>380.67</b>
KG10	Kissing Gate (ref KG10) bottom hill b/w two fields	End 2010/11	424.86	424.86	<b>424.86</b>
KG11	Kissing Gate (ref KG11) at entry to field from church	End 2010/11	424.86	424.86	<b>424.86</b>
KG12	Wooden Kissing Gate (ref KG12) bw field and woods	End 2010/11	509.00	509.00	<b>509.00</b>
KG13	Kissing Gate (ref KG13) leaving main field	End 2010/11	424.86	424.86	<b>424.86</b>
KG14	Kissing Gate (ref KG14) entering the wood	End 2010/11	424.86	424.86	<b>424.86</b>
KG15	Kissing Gate (ref KG15)	End 2010/11	402.00	402.00	<b>402.00</b>
KG16	Kissing Gate (ref KG16)	End 2010/11	402.00	402.00	<b>402.00</b>
KG2	Kissing Gate (ref KG2)	End 2010/11	380.67	380.67	<b>380.67</b>
KG3	Kissing Gate (ref KG3)	End 2010/11	380.67	380.67	<b>380.67</b>
KG4	Kissing Gate (ref KG4) between 2 fields	End 2010/11	380.67	380.67	<b>380.67</b>
KG5	Kissing Gate (ref KG5) entry to field from road inlet	End 2010/11	380.67	380.67	<b>380.67</b>
KG6	Kissing Gate (ref KG6) entry to woods nr path 31	End 2010/11	380.67	380.67	<b>380.67</b>
KG7	Kissing Gate (ref KG7) nr horse fields	End 2010/11	424.86	424.86	<b>424.86</b>
KG8	Kissing Gate (ref KG8) b/w golf course and wood	End 2010/11	424.86	424.86	<b>424.86</b>
KG9	Kissing Gate (ref KG9) bottom hill/path nr springwood	End 2010/11	424.86	424.86	<b>424.86</b>
NB1	Notice Board (ref NB1)	End 2010/11	411.80	411.80	<b>411.80</b>

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Ref	Asset and Description	Asset Value Date	Start Year 1/4/2014	Restated 10/11/14	End Year 31/3/15
NB2	Notice Board (ref NB2)	End 2010/11	Na	Na	Na
NB3	Notice Board (ref NB3)	End 2010/11	411.80	411.80	<b>411.80</b>
NB4	Notice Board (ref NB4)	End 2010/11	Na	Na	Na
OA01	Computer (Dec 2009)	Dec-09	389.00	389.00	<b>389.00</b>
OA02	Monitor (Aug 2011)	Aug-11	82.49	82.49	<b>82.49</b>
OA03	Phone (Aug 2011)	Aug-11	19.75	19.75	<b>19.75</b>
OA04	Filing Cabinet	End 2010/11	25.00	25.00	<b>25.00</b>
OA05	Photocopier	End 2010/11	Na	Na	Na
OA06	Netbook: Bought Apr '11 sold Aug '11	Apr-11	Na	Na	<b>Na</b>
OA07	Printer	End 2010/11	Na	Na	<b>Na</b>
OA08	Filing Cabinet (£5 from CAB Oct 2011)	Oct-11	5.00	5.00	<b>5.00</b>
OA09	Mobile Phone	Apr-11	Na	Na	<b>Na</b>
OA10	Filing Cabinet	Oct-11	5.00	5.00	<b>5.00</b>
SB1	Salt Bin	Dec-11	170.00	170.00	<b>170.00</b>
SB2	Salt Bin	Dec-11	170.00	170.00	<b>170.00</b>
SB3	Salt Bin	Dec-11	170.00	170.00	<b>170.00</b>
SB4	Salt Bin	Dec-11	170.00	170.00	<b>170.00</b>
XX1	Office equipment (misc)	End 2010/11	Na	Na	<b>Na</b>
NB5	Open Notice Board (ref NB5)	Nov-12	<b>350.00</b>	<b>350.00</b>	<b>350.00</b>
NB6	Glass Notice Board (ref NB6)	Nov-12	<b>730.00</b>	<b>730.00</b>	<b>730.00</b>
NB7	Notice Board (ref NB4)	Summer 12	<b>350.00</b>	<b>350.00</b>	<b>350.00</b>
KG10	Kissing Gate New at Carlings Orchard	Apr-13	350.00	350.00	<b>350.00</b>
MI1	Telephone Kiosk - FOC.	Autumn 2013	2,000.00	1.00	<b>1.00</b>
			<b>36,966.04</b>	<b>34,967.04</b>	<b>34,967.04</b>