

TAPLOW PARISH COUNCIL

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF TAPLOW PARISH COUNCIL HELD ON 10th MAY 2013 AT 1.30 P.M. AT LISSIAM LODGE MILL LANE TAPLOW

Present

Cllr. John Bamberg (Chairman) Cllr. Josie Corio
Cllr. John Kennedy Cllr. George Sandy
Cllr. Rachel Gainey - Corcoran Cllr. Iris Midlane
Cllr. Euan Felton Mrs. Hilda Holder –Clerk
The Chairman declared the meeting open at 1.30pm.

FC/17/13 Apologies for absence and declarations of interest

There were none.

FC/18/13 To approve minutes of the meetings held on 2nd November and 15th January

These were approved subject to the first sentence of clause 14.4 of the minutes of 15th January. This should be amended to read :-

‘The Chairman intended to prepare a budget for 13/14 assuming £14,000 for remuneration, £6,500 for admin, £8,000 for the Village Centre, £2,300 for the Village Green, £7,500 for street lighting giving a total outlay of £38,300.’

FC/19/13 Matters arising from the previous minutes

- 19.1 The banking arrangements for the Parish Council were discussed. The Clerk reported that she had asked other clerks and none had any advice other than that the Co-operative Bank plc’s postal account seemed to offer the best rates of interest. After some debate **it was agreed** that Cllr. Sandy and Cllr. Bamberg should meet with Lloyds Bank plc who were the Parish Council’s bankers and investigate which savings accounts would best meet the Parish Council’s needs.
- 19.2 The Clerk reported that the email address she had been given for the Holloways with a view to pursuing the recovery of the monies spent repairing the barn had not been valid. The Clerk was asked to find out their address from Cllr. Forsyth who was still in touch with them.
- 19.3 The Clerk reported that Corrine Waldron had said that the earliest full council meeting she could come to was on 17th September. The Clerk was asked to invite her to visit at a time convenient to her as soon as possible. Cllr. Corio and Cllr. Marshall - at the least - should meet with her to view the worst footpaths.

FC/20/13 To review the Accounts and Annual Return for the year to 31st March 2013

Cllr. Bamberg declared he was pleasantly surprised to see that the Parish Council was in a better position this year compared to last year. The income from the Village Hall turned out to be higher than the first 6 months revenue figures had indicated it would be. As a result a surplus of approximately £1,500 had been achieved. This year’s budget was predicting a £1,000 loss so the net result would be to keep reserves constant at around £38,000 excluding the Brooking Fund. Cllr. Sandy proposed, and Cllr. Felton seconded, the approval of the Accounts and Annual Return so that they can be recommended to full council for approval at the AGM.

FC/21/13 To consider issues raised by the internal auditors

- 21.1 The Clerk and Cllr. Sandy on behalf of the Parish Council had now signed a contract of employment for the Clerk.
- 21.2 The Asset Register and Risk Assessment were on the agenda below.

FC/22/13 To review the asset register, risk assessment, standing orders and financial regulations of the Parish Council

22.1 The Asset Register needed to be put into a proscribed format and valuations revised in accordance with guidelines advised by the internal auditor. The Clerk would work on a revised draft in time for the AGM.

22.2 The Risk Assessment – the Clerk would liaise with Cllr. Kennedy to review this document.

22.3 Financial Regulations – the draft produced to the meeting was acceptable subject to amending the clause allowing the Chairman to spend up to £1000 outside budget in emergencies.

22.4 The Standing Orders had been adopted in October 2012 and needed no amendment.

FC/23/13 To consider the terms of the draft playgroup contract

Cllr. Bamberg reported that he and Cllr. Sandy had met with the playgroup committee and agreed a new hourly rate of £9.50 per hour backdated to the beginning of April. The Parish Council would continue to be responsible for the sheds. This would be put for approval at the AGM. The sheds would be emptied by the playgroup for one day on 18th July when it would be convenient for any handyman to attend and quote for renovation works.

FC/24/13 Any other business

24.1 Cllr. Sandy reported that he had received complaints about dog mess left in bags along the Jubilee River path. He proposed two new dog bins should be installed either end of the Jubilee River footpath. This was approved in principle by SBDC who would empty the bins. The Clerk had obtained quotes from SBDC to buy and install the bins and another quote directly from the supplier to supply but not install the bins. The supplier's quote was £183 cheaper but installation costs would need to be obtained. Cllr. Midlane recommended Alan Stibbs as a local handyman who could be asked to quote for installing the bins. The Clerk was asked to obtain a quote from Mr Stibbs.

24.2 Cllr. Bamberg was concerned that the fences either side of the Jubilee footpath were still a problem. Unfortunately the owner was in administration..

24.3 Cllr. Corio reported that there had been problems with the drains at the Village Centre. Dynorod had said that a camera should be put down the drains. Sue Griffin had been asked to obtain plans showing the drains but she had said a set of new plans would cost £55. Cllr. Felton believed this information had been obtained in the past and was somewhere in the filing system. He agreed to meet with the Clerk (and Sue Griffin if available) on 8th June at 11am to sort through the paperwork in the barn. **It was agreed** to put an order with Dynorod to put a camera down the drains from the village centre to try and identify the cause of the recent problems.

FC/25/13 Date and time of next meeting

It was agreed that there should be three meetings each year to tie in just before full council meetings. One in May/June to review the accounts and annual return, the next in October to review 6 month figures and the last in very early January to determine the Precept. Accordingly dates for the next two meetings were agreed as 4th October 2013 and 10th January for the rest of this financial year. The next full council meetings were scheduled for 22nd October and 14th January.

The meeting closed at 3.05pm.

This concludes the Minutes