



MINUTES OF THE MEETING OF ASHURST WOOD FINANCE AND ADMINISTRATION COMMITTEE MEETING held on Tuesday 15th October 2019, 7.45 pm at Council's Meeting Room.

PRESENT: Cllrs: Phillips (Chairman), Draper, Forbes, Haite, Spoor and Tyrrell.

IN ATTENDANCE: Rebecca Roberts (Clerk)

MEMBERS OF THE PUBLIC: 0

The Chairman opened the meeting and welcomed everyone.

1. **Public Questions** – None

2. **Apologies for absence** – None; apologies were received and **resolved; the reasons were accepted.**

3. **To receive Declaration of Interests from Members in respect of any matter on the Agenda** – None

4. **To confirm the Minutes of the meeting of the Committee held 19th March 2019**
The minutes were **approved as an accurate account of the meeting.**

5. **To confirm members of the committee** – Resolved; all those present were confirmed as members of the Finance and Administration Committee

6. **Clerks Report** – the Clerks report was received

7. **Audit**

7.1. To receive the External Auditors report for the Annual Return year end March 2019 – the report was received and noted

8. **Budget 2019/20**

8.1. **To review the half-yearly expenditure** - The income and expenditure report (dated 25th September) was received; it was noted

8.2. **To review the predicted year-end** - Cllr Phillips gave a brief explanation of the Excel spreadsheet. It was agreed to increase the predicted actual for consultancy and training (4010) from £700 to £1000 due to new staff and Councillors.

It was noted that Youth Club wages (4040) would go over-budget as the Council is now employing two Youth Workers. The budget will be increased next year to cover the new salaries and those who are joining the pension scheme. It was agreed to refer to the Full Council meeting the management of volunteers for Youth Club.

It was noted that the full precept amount had now been received.

Community Transport (4064), expenditure would increase due to new driver training and DBS checks.

Cllr Phillips will check the calculation for the cleaning of John Pears and the office.

The expenditure and Income shows a predicted surplus of £3,742.

The next meeting will look at next year's budget 2020/21.

9. **To discuss changes made to the management of the Councils financial regulations** –

Cllr Phillips explained some changes that have been made to the day to day operations of the Councils' financial regulations, including deleting beneficiaries from Unity Bank who have not had a payment

made to them between 2013 and 2017. For a new payee who is unlikely to be paid again, they will be entered as 'One off Payment'.

All payments due in a month will now be shown on a single RBS print out and will include Direct Debits and salaries, as well as single payments for goods and services in the month. The Council meeting will still be approving the single payments. Direct debits will be included on the date they are paid, salaries will be on the last working day of the month and single payments will be put on RBS with a payment date of 2 days after the approval at the Council Meeting.

Unity Bank payments for salaries will be entered for payment on the last working day of the month. All other payments (apart from Direct Debits) will be entered for payment 2 days after approval at the Council meeting. This enables any payment to be withdrawn if not approved. There will now be one request sent to the signatories to authorise the payments.

Pre-Paid Debit cards – the Council has 2 cards, originally both had £200 on them and each time they were used, they were topped back up to £200 in a time consuming process. It has now been agreed that one card has £400 and will be used until the balance reaches approximately £100, when it will then be topped up to £400. A request will be made to FairFx, a reference is given and a Unity Bank payment initiated. Signatories only have 2 days to approve this before the reference becomes invalid. It was agreed to review the need for 2 pre-paid debit cards at a later date.

Cllr Phillips gave a summary of the Council funds; effectively the Council has three independent funds but monies can be transferred between them. Funds include:

- Public Sector Deposit Fund – managed by CCLA Investment Management Ltd – this is not a bank account and carries a small amount of risk if the investments turn negative. This fund holds the Councils reserves.
- Unity Trust Bank – the Council's regular bank for day to day transactions. This is an on-line only bank. The clerk can raise payments, but these are authorised by a minimum of 2 signatories. Cheques received can be posted using Freepost to Unity Bank or paid it to NatWest branches.
- FairFx pre-paid debit card – this has an agreed sum on it, which is then topped up.

10. **To consider budget and payments** – Resolved: It was agreed to set a new budget code for Staffing for Events. This will give a clearer indication of the true costs of running events such as Ashstock and the Christmas Market.

11. **To consider the purchase of badges for members and staff** – Resolved; members approved the expenditure of approximately £225 and recommended that the item goes to full council for approval.

12. **Any items for reporting or inclusion on future agenda** –

- To go over the terms of reference for the committee.
- To discuss the Staffing Committee becoming a sub-committee of the Finance and Administration Committee.
- Budget

13. **Date of next meeting** – 19th November 2019 (pre-budget meeting)

The meeting closed at 9.26pm

Chairman.....

Date.....

