

Draft	<p style="text-align: center;"><b>New Alresford Town Council Finance Committee Meeting</b> held at the Arlebury Park 7.30pm Wednesday 27<sup>th</sup> January, 2016</p>	Page 1
<b>Present</b>	<b>Cllrs:- I. Spencer, K. Barrett, L. Griffiths, B. Jeffs. E. Jeffs, S. Kerr-Smiley, A. Saunders,</b>	
1	<b>Apologies. Cllr. Evans</b>	
2	<b>Declarations of Interest on Agenda Items - None</b>	
3	<b>Public Participation - None</b>	
4	<b>Budget Review</b> The Committee chair wished to review each department budget quarterly to ensure that Council could provide the External and Internal Auditors with a recorded minute of the Committee budget reviews.	
4.1	<b>Dept. 1. Office</b> This department would come in under budget.	
4.2	<b>Dept. 2. Premises</b> The change of utilities provider resulted in low expenditure and it is expect that this department will currently come in under budget. A later agenda item identifying possible high premises repairs could impact on this budget.	
4.3	<b>Dept. 3. Environment</b> This department is over budget due to incurring the responsibility of grass cutting the Avenue. In additional to this there was the unexpected expenditure of £1k due to a necessity to fell a hazardous tree.	
4.4	<b>Dept. 4. Recreation</b> This department reported that it was expected to finish the financial year under budget with a total expenditure of £25k for the year.	
4.5	<b>Dept. 5. Tourism</b> This department would come in over budget due to the cost of the Market Town Manager. The 16/17 budget will need to monitor the outsourcing of hanging baskets. The cost of the baskets has been raised from £36 to £39 to cover the additional expenditure incurred by the decision to outsource. It is estimated that the higher cost will cover the higher expenditure.	
4.6	<b>Dept. 6. Full Town</b> The funding and grants of £34k awarded to the Rugby pitch project, anticipated in financial year 14/15, was received in the 15/16 financial year. This funding reported a high under spend but despite this distortion the department was expected to finish the year slightly under budget.	
4.7	<b>Dept. 7. Facilities</b> This budget showed an under spend but it is anticipated that expenditure anticipate on the building may alter this position.	
4.8	<b>Dept. 8. ARC</b> The ARC was currently reporting a profit of £21,251.24.	
5	<b>Finance Information on Website Resolution:</b> To post the following documents onto the Website – (1) Year End Accounts (2) Annual Yr. End Statement of Accounts (3) Payments List (4) 16/17 Budget (5) Committee Membership. <b>Proposed:</b> Cllr. Spencer. <b>Seconded:</b> Cllr. Kerr-Smiley <b>(AGREED)</b>	
6	<b>ARC</b>	
6.1	<b>Stock Check</b> – The Chair of Finance had inspected the Stock Check Reports and as this is a specialised field would be querying areas to ensure an accurate understanding.	
6.2	<b>Regulation Conformity Resolution:</b> To seek professional advice to ensure that the Council have the powers to operate a bar in accordance with the criteria stated in the Localism Act and that all accounting and tax regulations are followed in respect of this Council run enterprise. <b>Proposed:</b> Cllr. Spencer <b>Seconded:</b> Cllr. Barratt <b>(AGREED)</b> . It was suggested that the initial enquiry be made to WCC legal department. It was acknowledged that this investigation could result in consulting both legal and financial advisors.	
7	<b>Work Place Pensions</b> The work place pension requirements were explained. Clause 13 of the NATC Employment Contract give employees the right to join the LGPS. The LGPS scheme was considered to be a high cost employer contribution. The Clerk to investigate pension schemes which give equal employee benefit for a lower employer cost. <b>Resolution:</b> To obtain advice from an independent Financial Advisor regarding pension schemes and an employment specialist regarding the consequences of altering Clause 13 of the NATC Employment Contract. <b>Proposed:</b> Cllr. Barrett. <b>Seconded:</b> Cllr. Griffiths <b>(AGREED)</b>	
8	<b>Facilities Expenditure</b> The following high priority repairs were reported:- (1) Leak in Changing Room 1. (2) Shower pressure (3) Soakaway. The 3 items were being investigate and once the cause was identified quotes would be obtained and the Building Survey would be contacted to confirm the validity of the cause and the of the quote. All 3 items could result in a high level of expenditure.	
8.1	<b>Leak in Changing Room 1</b> Low cost preliminary work had been carried out to stop the leak but this had not cured the problem. It was agreed to carry out further investigative work involving the removal of roof tiles.	
8.2	<b>Showers</b> - The water system was potentially the most costly. It was reported that currently the system did	

	not cater for the high volume of use added to which the boiler was discontinued and parts not available. There was money in the budget to replace the boiler. <b>Resolution:</b> To employ a commercial plumber to investigate and report on the problem. <b>Proposed:</b> Cllr. Spencer. <b>Seconded:</b> Cllr. E. Jeffs <b>(AGREED)</b>	
8.3	<b>Soakaway</b> – Inspection units were needed to explore the cause of the soakaway flooding. The cost of the units were £25 per unit additional costs would be incurred to install the units. <b>Resolution:</b> To purchase and install inspection units for soakaways. <b>Proposed:</b> Cllr. Spencer. <b>Seconded:</b> Cllr. Griffiths <b>(AGREED)</b>	
9	<b>Procurement - Resolution:</b> To select one or two items of expenditure each quarter to investigate whether the supplier was best value. <b>Proposed:</b> Cllr. Spencer <b>Seconded:</b> Cllr. E. Jeffs. <b>(AGREED)</b> The view was taken that alternative procurement routes would be sought if considered necessary.	
10	<b>Retrospective Approval of Payments</b> Council would wish to authorize the payment of invoice prior to payment being made currently the payment list is approved retrospectively. It was pointed out that this would affect the year to date report. Before making a decision on this matter the Finance Clerk to inform the Council of all consequences inherent in this procedure. The Internal Auditor to be contact for advice. Investigation of other Parish to ascertain whether retrospective approval was common practice.	
11	<b>Next Meeting – To be advised.</b>	
<b>Meeting Closed 9.30</b>		
	<b>Chairman's Signature</b> .....	<b>Date</b> .....