

Kingswear Parish Council



Minutes of the Finance Committee Meeting of the Council held at the Sarah Roope Trust Rooms on 18th April 2018

Present: Councillor L Payne - Chairman
Councillors J Henshall (Chairman of the Council) and L Maurer

Apologies: Councillor E Jones

In Attendance: Mrs Melissa Trudgill – Clerk to the Council
Miss Sue Balsdon – Asst Clerk / RFO

One member of the public was present.

F/18.04/1 - The Chairman welcomed everyone to the meeting.

F/18.04/2 - To receive any apologies for absence from the Meeting.

The Council Meeting was suspended to allow members of the public to ask questions and make representations to the Council:

Questions from the public:

A member of the public asked the council if they regretted the increase in precept for 18/19 and the impact this increase will have on residents. Councillors advised that KPC envisaged increased costs in 18/19 re the possible adoption and future refurbishment of the toilets and repairs to the churchyard wall. The Cemetery income has also reduced in 17/18 as only Kingswear residents and relatives are now permitted to purchase grave spaces. A contingency of £7000 had also been budgeted for in the precept to fund the continued progress of the neighbourhood plan.

F/18.04/3 - To undertake a review of the income and expenditure for the Council Year 2017/2018.

The Committee received the Income and Expenditure figures against budget as at 31st March 2018.

A question was raised concerning the mooring income received in 17/18 in comparison to the budgeted income figure. The Clerk explained that we have not yet received all of the mooring fees. The Clerk is in the process of issuing the permits and following up those who had not yet renewed or those that have paid but not enclosed their insurance details.

The 17/18 increased costs of the hire of the Sarah Roope Trust room was discussed. The RFO confirmed that the 17/18 cost of £1366 included hire costs from 16/17. The RFO

emphasized the importance of ensuring that our income and expenditure is incurred in the financial year to which it relates. This will enable more accurate comparison of spend and income between years.

It was recommended that Councillor Henshall should continue to take the bookings. An itemisation of dates and sessions would be sent periodically to the treasurer of the Sarah Roope Trustees so that regular invoices could be raised.

Councillor Henshall queried the 17/18 cost of the hanging baskets (£762) – The RFO confirmed this figure included the 16/17 hanging basket cost.

A query was also raised reference the cost of the Carlow Bequest Lunch (£806.10) – The RFO agreed to provide a breakdown of this spend. (Please see attached details)

F/18.04/4 Document for consideration and discussion re adopting Electronic Banking arrangements.

The RFO produced a report outlining the benefits of electronic banking arrangements. The reasons for proposing this change were discussed. Service providers often prefer direct payment and some do not accept payment by cheque. The facility to pay by cheque will ultimately cease. NALC model Financial Regulations now allow for the implementation of electronic banking and there are guidelines in place to ensure robust controls remain.

The RFO agreed to investigate the costs of electronic banking and add this to the report.

It was the Committee RECOMMENDATION that the report be discussed at full council. (The report is attached and forms part of the Minutes)

F/18.04/5 Document for consideration and discussion re outsourcing payroll.

The RFO produced a report outlining the benefits of outsourcing the council's payroll to a third party. This would ensure employees are paid accurately and on time, whilst also ensuring we remain legislatively compliant. South Hams District Council provide this service and the cost would be £150 for two employees.

It was the Committee RECOMMENDATION that the report be discussed at full council. (The report is attached and forms part of the Minutes)

The Chairman thanked everyone for attending and closed the Meeting.

Minutes approved

Signed: Chairman of the Council