

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 28th October 2015, commencing at 7.30pm
At the Unit 32, Lymington Barns, Medstead**

Members Present: Cllr Janet Foster (Chair), Simon Thomas and Anne Tomlinson
Attending: S Goudie (Clerk)
Apologies: Cllr Kellie Knight

OPEN SESSION

Cllr Seaton's request for Four Marks Parish Council to fund their own PCSO was discussed. Cllr Foster had attended a Community Forum the previous evening where she had broached this subject and it did not appear to have the support of the police representatives in attendance. It was agreed that, at this point in time, it was not appropriate to take this further.

The Open Session concluded at 7.40pm, Standing Orders were applied.

15.42 FGP APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Kellie Knight.

15.43 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Tuesday 9th September 2015 were proposed as accurate by Cllr Foster, seconded by Cllr Simon Thomas, and signed by the Chairman.
- Matters arising:
 - Cllr Foster asked for an update on the amendments required to the Fixed Asset schedule for auditing purposes, the Clerk confirmed that the photographs had been taken, but there was an issue with downloading them. Cllr Thomas agreed to have a look at the download and see if he could resolve the problem. The aim was to have completed the project by April 2016.
 - The Clerk confirmed that there had been no further action on the Tennis Court transfer to date, however was pleased to report that the Allotments transfer was almost complete and the Badger Close transfer was now being prepared.
 - The Clerk confirmed that a decision on the third and final FOI complaint was imminent.
 - There was no further update on using an alternative bank.
 - There had been no further action on the Fire Proof safe, primarily due to cost. However it was agreed that some form of fire proof storage should be purchased, primarily for safety of irreplaceable documents rather than security. Cllr Foster agreed to progress.

15.44 FGP LYMINGTON BOTTOM GREEN

The Clerk put the County Council's proposal to take over the Freehold of Lymington Bottom Green to the members, and as the only financial implication was the legal costs, it was approved and agreed, with no need to take to Full Council for formal approval. This would make the registering of the area as a Village Green a more simple process.

15.45 FGP BENIAN'S PAVILION

- The Clerk advised the Committee that the Broadband had now been transferred in all but name to the Parish Council, and would be contacting James Coles for the password to complete the process.
- It was also confirmed that no special licences were required to screen live terrestrial TV events at the Pavilion. However, a copy of the TV licence should be made available, although concern was raised that this cost was not actually showing on their accounts. The amount of £23 annual premises licence was shown, but it was not clear what this was actually for as it was felt that this amount was rather low for a licence to sell alcohol. Cllr Foster agreed to raise this issue at the next Benian's Committee meeting, which was scheduled for the end of November.
- Whilst perusing the accounts the depreciation figure was queried as both the alarm and furniture technically are owned by the Parish Council, and consequently does not have to be shown on Payment and Receipts accounts. This would also be queried at the meeting.
- The Receipts and Payments accounts were discussed in detail as the Pavilion currently makes a loss. Whilst it is not a profit making organisation, the Parish Council need to cover the costs of running the facility. It was agreed to raise the fees accordingly, as although a grant of £1,000 was received from the Committee this year, this still did have a positive effect on the financial position. The Football Club's annual fees would be raised to £600, for the clubs currently paying £100 per annum, their fee would be increased to £120 and those paying £50 would be increased to £60.00. Cllr Foster agreed to advise the Committee in November and the Clerk would write to each club separately in the New Year. The ad hoc hiring fee of £5 per hour would not be changed to try and increase usage.
- With respect to the concerns raised by some clubs that they had to pay membership to use the facilities yet, the pavilion was being opened some weeks to the general public, it was agreed that the licence should be checked to see if there had been any contravention, and if not, it would be up to the clubs to sort this out amongst themselves.

15.46 FGP 2016-2017 BUDGET

The budget was looked at in detail, using this year as a comparison. The projected income was difficult to predict however it was felt that based on this year's income to date, that £5,000 would be a realistic figure to budget for.

The most significant increase proposed was the salary and pension provision due to the increase in Clerk's hours from 30 per week to full time, and potentially budgeting for an assistant. Slight increases were proposed for utilities, subscriptions and other items that are likely to increase, however it was agreed that Administration costs had been under-budgeted and potentially are likely to increase next year. So this was increased to £2,000.

It was agreed that no provision would be required next year for the Neighbourhood Plan, and that a contingency figure would not be necessary, as there is money held in reserves for potential un-budgeted items, as no grants had been given under Section 137 this year, there would be no budget for next year, and the amount not used this year would be moved to reserves for Community projects, the Capital Expenditure provision would be reduced to £1,000.

There would be a new provision for Legal & Professional fees of £1,500 as the Parish Council had spent £3,000 on fees in this financial year, with no budgeted allowance, but to reduce the Election provision to £500. Any balance from this year's election provision would be moved to EMR (Ear Marked Reserves) for future use.

It was agreed to put one budget figure for Labour and Materials for buildings and Open Space, and the Clerk could apportion it accordingly. It was agreed that expenditure should be allocated against each cost centre, eg. Recreation Ground, Badger Close, Swelling Hill Pond and so on to ensure an accurate record of expenditure was available at the end of each financial year.

It was agreed to budget a small figure for Community Facilities, as it was not considered appropriate at this time to budget for large projects when there is (theoretically) a substantial amount of Developers Contributions available for Four Marks.

It was agreed not to raise Burial Fees again this year.

The projected expenditure totalled £87,920, therefore with a potential income assumed in the region of £5,000, it was agreed that an increase of Precept to £84,000 (from £82,000) would not be unreasonable and it was agreed to propose this figure at Full Council on 18th November 2015. A summary would be sent to each Councillor prior to the November meeting.

15.47 FGP NEXT MEETING

It was agreed that due to the increase in frequency of the Open Space Committee meetings and the fact that the next Finance and General Purposes meeting clashed on 6th January 2016, that the next meeting would be on Wednesday 2nd March 2016, unless there was a reason to call an Extraordinary meeting.

15.48 FGP The Chairman closed the meeting at 21.43pm.

.....

Chairman