

Uplyme Parish Council

55 Shearwater Way, Seaton, Devon, EX12 2FT Tel: 07413 947067

Chairman: Councillor Chris James – Vice Chair: Councillor Paulene Frost - Clerk: Ricky Neave

Draft Minutes of the Finance meeting of Uplyme Parish Council held at the Uplyme Village Hall on Wednesday 08/11/2017 at 6.15pm.

Present: Councillors

Councillors James, Pratt, Pullinger, Duffin, Mason and 0 members of the public.

In attendance: The Parish Clerk, Ricky Neave

Key: Councillors Hand Vote [For / Against]

6.15pm Public Question Time

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Resolved: No public present.

Item	Agenda
17/1	Acceptance of apologies for absence Resolved: none received.
17/2	Dispensations Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors. Resolved: none received.
17/3	To receive declarations of interests Local Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations). Resolved: none received.
17/4	Exclusion of the Press and Public Standing Order #1c The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Resolved: not required.
17/5	Chairman's announcements Resolved: none given.
17/6	To receive and sign the minutes of the Finance meeting held on 23rd November 2016 (Previously circulated) LGA 1972 Sch 12 para 41(1) RESOLVED: that they were a true record of the meetings decisions. (Proposed Cllr Pratt seconded Cllr Pullinger). Vote [5 / 0] Noted for clarification and factual correction to the minutes that Councillor Pratt attended the meeting on 23 rd November 2016.
17/7	Budget/Precept Six Month Report 2017/18 Clerk to report the actual versus budget on the past six months, where we are and provide information for forecasting the remaining financial year. Resolved: Clerk reported by line, each expense occurred and future expenditure. The

	<p>Committee agreed that the finance was on track for the 6 month report and final budget (£31,000) for 2017/18.</p>
17/8	<p>Uplyme Parish Council Earmarked Reserves To discuss, agree and approve for recommendation to Full Council, new reserves, replenish and/or top up and/or remove/transfer existing reserves Resolved: The committee agreed to recommend to Full Council the transfer of Uplyme Speed Campaign (redundant) £379.01 to the Playground Earmarked funds. (Proposed Cllr James seconded Cllr Duffin). Vote [5 / 0]</p>
17/9	<p>Community Grants To discuss, agree and approve funding (£137) for the Community Grants for 2018/19 Grants paid out 2017/18: £250.00, Uplyme Church Parish Magazine £510.00, King George's Field £250.00, CAB Bridport £350.00, Axe Valley Ring & Ride Resolved: The committee agreed and approved to recommend to Full Council the above payment of the Community Grants (£137) for 2018/19 as the previous year.</p>
17/10	<p>Councillors Recommendations/Comments Finance Councillors to present any views/ideas on new or existing projects and any other finance queries. Resolved: The committee agreed and approved to recommend to Full Council a top up payment to the Lengthsman project of £2000 as Earmarked Reserves. (Proposed Cllr James seconded Cllr Pullinger). Vote [5 / 0]</p>
17/11	<p>Internal Audit 2017/18 To discuss, agree and approve additional invoice from the Internal Auditor (Auditing Solutions Ltd) and recommend for Full Council Resolved: The committee discussed and approved to recommend to Full Council the payment of the extra internal audit provided and thanked the Clerk for his time and resource spent on historical and complicated procedures regarding the annual return accounts.</p>
17/12	<p>Regular and Non Regular Approval and Payments Process To discuss and note process of payments for goods/supplies for the Parish Council. (Uplyme Financial Regulations 6) Resolved: The Clerk explained the procedure for the process of payments for goods/supplies for the Parish Council. The ideal sequence would be: Council approve decision to purchase – seek quotes – council approves a supplier – order made – invoice received and payment approved by council. All payments, regular and non regular must be approved by the Council. Agreeing to purchase goods must be done by the Council before the goods are ordered (exception being where the clerk, or a committee, has delegated powers to spend money).</p>
17/13	<p>Budget/Precept Setting 2018/19 Council is asked to research, note, discuss and set the budget and precept for 2018/19 for approval at Full Council Resolved: The committee discussed and approved to recommend to Full Council the following:</p>

	<p>£31,000 as per budget 2017/18 £2000 Extra Lengthsman Budget required £1500 (TBC) Uplyme Voluntary Labour costs (Savings based on NLW £7.50 ph) £930 Inflation rise based on an average of 3% of last year's budget.</p> <p>Total budget and to set precept for 2018/19 = £35,430.00</p> <p>(Proposed Cllr James seconded Cllr Duffin). Vote [5 / 0]</p>
17/14	<p>Parish Clerks Delegated Powers The Clerk will give Council details of any matters dealt with under his delegated powers since the last meeting of Council. LGA 1972 s101 Resolved: none used.</p>
17/15	<p>Items for Parish Newsletter & Notice Boards Councillors are asked to inform the clerk which items it wishes him to highlight in the parish news from the meetings minutes. Resolved: The new precept and council tax band 'D' when available.</p>
17/16	<p>Notice of items to be taken into consideration at the next meeting in 2018. Councillors are asked to highlight any further items. Resolved: Finance and Budget</p>
17/17	<p>Date of next meeting The finance committee noted that November 2018 (TBC) is the date of the next regular finance meeting. The Parish Council Finance Meeting will start at 6.15pm (TBC). All are welcome to attend. The meeting finished at 19:10pm.</p>
<p>Signed: Chairman Date:</p>	