

Westerleigh Parish Council
Minutes of the meeting of the Finance & General Purposes Committee
Held 19th May 2014
Manor Hall Coalpit Heath

Present

Councillors: Cllrs: J Butler, D Boulton, A Gibbs, P King, A Fay, J Wright
Officer – F Thornton Clerk/RFO

1. Carolyn Anderson Mediatube Ltd to outline website build and support

Councillors expressed their preferences as to what they would like to see on a website and how accessible it should be.

Costs would be:-design and build, domain name, copy writer for set up. Support is charged at an hourly rate and any works will be quoted/priced and agreed before it takes place.

Decision: quote/proposal to be available for Council meeting of 9th June for consideration.

2. Election of Committee Chair

Decision: Cllr P King was proposed by Cllr J Butler and seconded by Cllr A Gibbs. With no other nominations Cllr P King was duly elected Chair.

3. Election of Committee Vice Chair

Decision: Cllr D Boulton was proposed by Cllr P King and seconded by Cllr J Bulter. With no other nominations Cllr D Boulton was duly elected Vice Chair.

4. Apologies for absence

Cllr E Carey, K Arathoon, D Lee

5. Declarations of Interest under The Localism Act 2011

None

6. Approve minutes of meeting held 17th February 2014

Proposed by Cllr J Butler and seconded by Cllr J Wright to approve the minutes. All in favour. The minutes were signed by the Chair.

7. Committee to note actual out turn re: precept calculation 2014/15 and agree revised expenditure budget 2014/15

Decision: proposed by Cllr J Butler and seconded by Cllr D Boulton agreed by all, the revised budget was agreed. See attached.

Council also noted the bank reconciliation for April 2014

8. Committee to review insurance policy and asset sums insured

Decision: proposed by Cllr J Wright and seconded by Cllr D Boulton agreed by all. Amendments to sums insured as per attached.

9. Committee to consider grant applications received

a) ERIC

£ nil

Decision: Proposed by Cllr J Butler seconded by Cllr D Boulton agreed by all

b) NSPCC

£ nil

Decision: Proposed by Cllr D Boulton seconded by Cllr P King agreed by all

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c) St Saviours Church
£ 2500

Decision: proposed by Cllr J Butler seconded by Cllr P King agreed by all

d) Childrens Playlink
£ 150

Decision: proposed by Cllr J Butler seconded by Cllr P King agreed by all

e) South Glos Over Fifties Forum
£ nil

Decision: proposed by Cllr J Wright seconded by Cllr A Fay agreed by all

f) Westerleigh Neighbourhood Watch (defibrillator)
£ 600 (half the cost of one defibrillator)

Decision: proposed by Cllr J Butler seconded by Cllr J Wright, agreed by all

g) Westerleigh Neighbourhood Watch (newsletter)
£ 100

Decision: proposed by Cllr J Butler seconded by Cllr A Gibbs agreed by all

h) Coalpit Heath CC

Decision: council felt this was out of the scope of funding that is available through themselves. They would be better approaching large national funding organisations for the support of the scale in which they need.

10. Committee to adopt new model Financial Regulations

The Repeal of S150(5) of the Local Government Act 1972 (which came into force in March 14) means that Councils no longer have to adhere to the 'two signatory rule' when making payments.

(HMRC are only accepting payments electronically from April 14).

Councils must maintain robust controls on payments as an integral part of their overall financial controls.

'it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is (actually) made.

Council has reviewed its controls when setting up online banking and have continued with the 'two signatory rule'.

(minute item 1558. Council to review banking arrangements

Proposed by Cllr D Lee and seconded by Cllr J Butler agreed by all.

Decision: R Baker was removed from the bank mandate leaving four councillor signatories as well as the Clerk.

Cllrs D Lee, J Butler, E Carey, A Gibbs, F Thornton (clerk) are signatories and the rule remains in that each cheque is signed by three, one of which must be the Clerk.

It was further agreed for the Clerk to be set up to use online banking. For audit purposes the Clerk would bring to the meeting a list of payments to be made online. This list would be signed by two Councillors and the Clerk (similar to that of a cheque authorisation). This approval to be retained with cheque books, bank statements etc and form part of the official banking authorisation process and available for scrutiny.)

The model Financial Regulations have been introduced to take into account electronic payments.

Decision: Proposed by Cllr J Wright and seconded by Cllr J Butler agreed by all. The Financial Regulations were adopted by Council.

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