

# MINUTES

## Minutes of the meeting of Quorn Finance Committee held on Tuesday 17th November 2009 @ 7.30pm, Quorn Village Hall

*Note: All Minutes are subject to correction before formal approval at the following meeting. Please check the Minutes of the subsequent meeting to see if corrections were made to these Minutes before ratification.*

### **PRESENT**

Cllr Mr T Tyler (Chairman), Councillors Mr I Bexon, Mr P Child, Mrs J Bloodworth, Mrs E Harrison, Mr David Southwart (Internal Auditor), Mrs L Swinfield (Clerk to the Council & RFO)

### **22. Apologies for absence**

Nil

### **23. Declarations of Interest**

Nil

### **24. Minutes of the meeting held on 14<sup>th</sup> July 2009**

The Minutes of the previous meeting were approved and signed as a correct record.

### **25. Accounts 2008/9**

#### **a. External Audit**

The Annual Return closure letter was tabled at the meeting; Clement Keys approved the Annual Return, and requested that previous correspondence be brought to the attention of the Committee – this was reviewed and noted. All agreed that a letter of engagement (pro-bono) of the Internal Auditor, Mr David Southwart be issued at the Annual Parish meeting in 2010.

### **26. Accounts 2009/10**

#### **a. Half-year bank reconciliation**

The first quarter's bank reconciliation had been issued to the Committee – noted.

#### **b. Forecasts to year end**

The year end forecasts (dated 12/11/08) were reviewed and Committee Chairmen asked to monitor all cost centres and codes, especially those highlighted at risk. Cllr Bexon requested that the rent for the old Lock-Up be paid to QPC; the Clerk to contact Mr G. Gibson re rent due from September 2009. From January 2010, Mather Jamie will take responsibility for managing the Lock-Up lease and administration.

### **27. Five-year Budget Projection**

Draft 13 was reviewed at the meeting, accompanied by notes from Cllr Bexon who reiterated that the 5 year budgets need to be re-balanced each year. Cllr Bexon also commented that Committees need to address budget plans and schedules on an ongoing basis – for example, the Village Hall Committee has annotated £60k for 2010/11 for an extension to the Village Hall.

It was unanimously agreed that the Committee accept Draft 13 without amendment.

### **28. Budget & Precept 2010/11 (to be distributed to full Council)**

#### **a. Charges**

There are two regular charges for the commercial use of Stafford Orchard – the fair and local football youth coaching, however due to the refurbishment of the Park in 2010, there will be no hire of casual facilities in the realm of Quorn Parish Council.

b. Precept Recommendations

Draft 5a of the 2010/11 budget and precept was tabled and the Committee worked through each section as noted below:

- The average Parish Council precept increase figure is likely to be 2% or less for 2010, and LCC may be 0%, therefore QPC has tried to bring its 2010 figure in at under 2% with a 1.27% increase.
- The Village Hall Committee will need to review their hall hire price increases earlier in the year to forecast a more accurate figure for the budget.
- The Station Road toilet block will incur rates to be payable by QPC.
- The Groundsman's position will incur half-year costs for 2010/11.
- The Administration budget was reviewed, this cost centre will be over budget due to large increases in Insurance and Audit costs, these have been reflected in the 2010 budget.
- Staff and Volunteer costs will increase for training and development.
- IT and CCTV costs will be included for 2010/11.
- The Environment budget now incorporates all areas (Cave's Field used to be separated out), only Stafford Orchard will have its own cost centre and will be managed by the Park Management Committee.
- Allocations (money put into Reserves) include:
  - £5,000 Village Hall
  - £21,000 P4P
  - £3,000 Environment Capital – not required
  - £1,500 Old School account
  - £10,000 General Reserve, intend to keep building on this
  - £8,000 Contingency

The Clerk reported that the Committees had a more professional approach to their budget management, and also thanked Cllr Bexon for his help and support with budget setting. Cash flow will have to be monitored very closely as the Park renovations take place large sums will be paid out.

**Cllr Bexon proposed that the 2010/11 budget and precept (£159,300 = 1.27% increase) be accepted by the Finance Committee and the budget and precept be put before full Council at the December 1<sup>st</sup> 2009 meeting for a decision (to be distributed to all councillors on 24/11/09) seconded by Cllr Child – RESOLVED, unanimous.**

**29. Reserves & Commitments**

Cllr Bexon requested that this item be called Earmarked Funds in future. All agreed. The General Reserve figure will be £68,000 once the £10,000 has been included. Chairs of Committees must ensure their spending is monitored to accommodate the reserve figure.

**30. Financial Issues from Committee Chairs**

Nil

**31. Any Other Business**

- a. A brief discussion took place on the advantages and disadvantages of the Scribe accounting system. The system is simple to use, however there is some inflexibility in the type of reports that can be produced. The Income and Expenditure report should also show Budget figures, and the system does not handle Reserves. The Clerk to pass comments to Scribe.

Mr Southwart would like to see more details re duties of the Internal Auditor; the Clerk to look into the cost of the Practitioners Guide, and to send Mr Southwart a copy of the detailed Internal Auditors proforma letter produced by the external Auditors, Clement Keys.

<b><u>32. Dates of next meetings :</u></b>	9 <sup>th</sup> February 2010	7.30pm
	13 <sup>th</sup> July 2010	7.30pm
	16 <sup>th</sup> November 2010	7.30pm

Meeting closed at 9pm

Chairman ..... Date.....