

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 26th September 2018 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm.

Members: Cllr K Andreoli (P) Cllr I Brown (P)
Cllr P Langford-Smith (Chairman) (P) Cllr K Scholey (P)
Cllr M Willoughby (P)

Also present: Mr. Gareth Davies Clerk to the Council and Mrs Jennie Hanman Financial Officer.

- 032/19FAP** Apologies: No apologies were necessary.
- 033/19FAP** Declarations of Interest: The RFO and the Clerk stated that they both had an interest in exempt business in regards to their employment
- 034/19FAP** Minutes of the Previous Meeting: The Minutes of the Meeting held on the 22nd August 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**
- 035/19FAP** Public Participation: There was no requirement for a public participation session.
- 036/19FAP** Correspondence: There was no correspondence to receive.
- 037/19FAP** Old School Lease:
Old School Lease: The Chairman reported that the surveyors report had been forwarded to the DCA and the report concluded that the building had no major issues although there were problems with the Annex. She continued that she had spoken to a representative of the DCA who had stated that they were concerned with the Annex as this is crucial to their success and future of the DCA. **NOTED.**
- 038/19FAP** Newland Parish Council
(a) Transfer of Funds and Balance and the Purchase of IT equipment for Newlands Parish Council: The Chairman stated that the RFO's report had been sent to the members of WOWAG and the Shadow Parish Council. Cllr Andreoli stated that Newlands had thanked DPC for drawing up their precept for the first year. The RFO questioned the matter of insurance. It was recommended by the Chairman that Southwick and Widley Parish Council are asked to insure the equipment and place it on their asset register until transferred to Newlands Parish Council. **It was unanimously RESOLVED that DPC purchase new IT equipment for the Clerk at Newlands Parish and that the acquisition of furniture will either be purchased by DPC or contributions given via a request for a grant of £3,000 from Southwick.**
(b) The Chairman stated that the proposed budget precept 2019/20 for Newland had been forwarded to both Newlands Parish and Southwick and Widley. **It was unanimously RESOLVED that the precept figures are submitted to Winchester City Council.**
- 039/19FAP** Freedom of information
Freedom of information: The Chairman stated that the Freedom of information charges were out of date and that this should be brought in line with other councils. **It was Unanimously RESOLVED that a charge for 25p per photocopied sheet is levied with a reserved right for a £25 an hour administrative charge.**

040/19FAP

Finance:

(a) Orders for Payment:
It was **unanimously RESOLVED** that the payments detailed on the Orders for Payment (list 08) should be **APPROVED** in the sum of **£3,143.02** including VAT and the receipts of **£214,245.48** are **NOTED**. Further payments of **£16,033.51** (including VAT) made since the last orders of payment were **RATIFIED**. The Orders were signed at the meeting by the **Chairman**

(b) **Accounts:**
Bank Statements: The bank statements had been previously circulated. The statements were reviewed and the balances as at 31st August 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED**.

Lloyds Bank Account Number 23336468 Balance as at 31st August 2018 = £247,810.80

The Co-operative Bank Account Number 65807918 Balance as at 31st August 2018 = £33,984.86

The statements and reconciliations were duly signed by the Chairman.

