

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 7th November 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

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

- 049/19FAP** Apologies: Apologies were received from Cllr Scholey.
- 050/19FAP** Declarations of Interest: The Chairman declared a declaration of interest in regards to page 2 Orders for Payment
- 051/19FAP** Minutes of the Previous Meeting: The Minutes of the Meeting held on the 26th September 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.**
- 052/19FAP** Public Participation: There was no requirement for a public participation session.
- 053/19FAP** Correspondence: Correspondence was received from Blind Veterans UK requesting a donation of £35 for a talking watch. **It was unanimously RESOLVED to donate £105.00 to Blind Veterans UK to purchase three talking watches.**
- 054/19FAP** Old School Lease:
Old School Lease: The Clerk read an email sent on behalf of the DCA which stated that they had received the structural report on The Old School Building and requested a meeting with Denmead Parish Council for discussions in regards to the lease. **It was AGREED that the Clerk is to determine a date toward the end of November in which the meeting can take place.**
- 055/19FAP** Office Closure:
Office Closure: The Clerk requested that the office is closed from the period Thursday 27th December 2018 to the 31st December 2018 inclusive for the Christmas period. The Chairman stated that the office should be closed from Monday the 24th December 2018 to the 31st December 2018 inclusive, extending the period of Christmas leave for staff. **It was AGREED that the office is closed from Monday 24th December 2018 to Monday 31st December 2018 inclusive, the office will re-open on Wednesday 2nd January 2019.**
- 056/19FAP** Finance:
(a) Orders for Payment:
It was **RESOLVED** by two votes for and one abstention that the payments detailed on the Orders for Payment (list 10) should be **APPROVED** in the sum of £16,441.07 including VAT and the receipts of £9,786.06 are **NOTED**. Further payments of £14,260.09 (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 October 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED.**

Lloyds Bank Account Number 23336468 Balance as at 31st October 2018 = £385,764.91
The Co-operative Bank Account Number 65807918 Balance as at 31st October 2018 = £35,579.99
The statements and reconciliations were duly signed by the Chairman.

057/19FAP 2018/19 Administration Budget:

- (a) The Committee were in receipt of a memo from the RFO with options and recommendations when considering the draft budget. **It was unanimously AGREED to take forward the draft Administration Budget forward to the budget setting meeting to be held on 15th November 2018 with no amendments.**
- (b) Committee considered the request for Grants in the draft Administration Budget. The following grants applications were differed to the Informal Budget Workshop on Thursday 15th November 2018 to be represented fairly with more councillors present.
- i. Bowls Club grant application.
 - ii. DCA grant application

It was unanimously RESOLVED to accept the draft Administration budget for the allocation of Grants with the above amendment and to take this forward to the Informal Budget Workshop.

Meeting closed at 9.00pm

Next Meeting, Finance Administration & Personnel Committee – 19th December 2018

