

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

13 June 2016

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Atkinson, Boyes, Broadhurst, Cox, Duguid, Grajewski (Chairman), Luffman and Pragnell.

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllr. Johnson.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 13 JUNE 2016 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 20 JUNE 2016.

These were noted.

4. MATTERS FOR RESOLUTION

a) To discuss and agree whether a replacement photocopier can be leased as the current (refurbished) copier is wearing out.

The Chairman thanked the Clerk for the detailed briefing note on photocopiers and pricing. Members discussed the issues and costs and agreed that a leasing arrangement was lower risk and should help with contract service and maintenance levels.

Following proposal, seconding and on a show of hands it was AGREED that a new photocopier could be leased, preference was shown for the quote from IBS Office Solutions and if on gaining a third quote and confirmation from the Chairman of the Committee or in their absence the Chairman of the Council could proceed to enter a contract with the preferred supplier.

Members did also request the Clerk to enquire about copier disposal or buy-back deals.

b) To discuss and agree the cheque signing procedure to ensure clarity for all signatories.

From the Financial Regulations Members noted that Direct Debit payments were required to be reauthorised biannually, and signatories for cheques asked that it be minuted that they did take away cheques from meetings for signing. It was also agreed that there was no desire for a corporate credit card and that the Facilities Manager, when appointed should also have use of the B&Q card to purchase items for maintenance tasks.

Following proposal, seconding and on a show of hands the cheque signing procedure was AGREED as follows:

- 1. A list of payments due is produced as part of the briefing note for the relevant committee/council's meeting.*

2. *Following proposal and seconding a vote is taken on making the payments.*
3. *Any 2 Members, that are authorised signatories, are required by Financial Regulations to sign each cheque.*
4. *Each invoice and cheque has to be checked by the Member signing that the payee and amount tally.*
5. *Each invoice for goods/services must be checked against the signed Purchase Order, usually signed by the Clerk, that the payee and amount is the same on both the cheque and PO (this does not apply for utilities).*
6. *Each invoice and cheque stub should be initialled by the signatory as required by Financial Regulations and to form an audit trail for the Internal Auditors.*
7. *Signed cheques should be returned to the parish office as soon as possible.*
8. *Direct Debit notifications are initialled by the signatory to demonstrate that they have been duly authorised. Direct Debits are normally for utilities and telephone services.*

N.B. As expenditure for goods/services is made on the issue of a Purchase Order, such purchases are usually made after committee authorisation or under Financial Regulation 4.1 relevant Committee's Chair and Clerk authorisation up to £2,500 or as a result of being a specific budget item. Under Financial Regulation 4.5 the Clerk may authorise expenditure up to £750.

Trade UK (B&Q) invoices are the MCO's supplies for maintenance, hygiene or safety items.

Petty Cash cheques are drawn up following a reconciliation and should be checked that they are made for CASH, under £100 and represent a sum of £100-the remaining cash float.

- c) To note the HALC training opportunities for Members and to agree to make a RECOMMENDATION to Full Council that Members should take up training opportunities relevant to their committee responsibilities.**

The training opportunities were noted particularly Local Council Finance on 22 September, Planning Framework on 8 September and The Knowledge on 12 September.

Following proposal, seconding and on a show of hands the RECOMMENDATION was AGREED.

6. TO NOTE THE FINANCIAL REPORTS:

- i. SAGE current account reconciliations from 19 April 2016 to 18 June 2016 (most recent bank statements), HSBC Events Account (Funtasia), and**
- ii. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques,**
- iii. to note the Funtasia financial report, and**
- iv. to note the budget/expenditure and variance report to 30 June 2016.**

The SAGE bank reconciliations were noted and it was commented that it was unfortunate to see a loss on the Fryern Funtasia but as a community event it should be supported. The Clerk reported that some of the loss was due to increased costs for first aid provision.

Following proposal, seconding and on a show of hands the payments made and due were AGREED.

With the year-to-date budget variance report it was gratefully noted that there had been an underspend and the Hiltingbury Pavilion costs were questioned. The Clerk was able to respond that £4,000 was due to the painting of the tennis courts, for which a £4,000 grant had also been received as shown in the report and there were two contras to credit notes on the gas account.

7. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

There were none in this committee's remit.

8. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 12 September 2016, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 7.34 pm.

Chairman.....