

Wickham Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Tuesday 7th February 2017 at 8pm.

Present: Sue Roger-Jones (Chairman), Di Frost, Justin Gamblin.

Parish Councillors: Trevor Astbury, Alan Ediss, Loraine Rappe.

Barry Causer (Co-opted member of Recreation Committee), Parish Clerk Nicki Oliver.

1. **To receive apologies for absence** Angela Clear
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**

4.1 To receive External Audit Report **Received and noted, forward to Full Council.**

4.2 To receive Interim Internal Audit Report

Internal Audit Report actions:

1. Standing Orders to update to include EU Procurement Regs **Revised Standing Orders to be recommended to Full Council.**
2. Risk Assessments to be approved before 31st March (present a month earlier than in previous years) – **on agenda for 7th March**
3. Insurance Adequacy of Fidelity Guarantee Insurance to review, currently £250k **Recommend to Full Council that existing cover is maintained.**
4. Reserves – report to Council before 31st March, to be included in future precept calculations - **agenda item below.**
5. Fees and Charges to be reviewed annually – **agenda item below**
6. Fixed Asset Register (present a month earlier than in previous years)– **on agenda for 7th March**
7. Bank Reconciliation – councillor and clerk to sign quarterly – **in hand**
8. Water Meadows account – query why not included in PC accounts. **Clerk advised it is a separate charity with PC as first trustee**
9. Accounts – producing income and expenditure accounts. **Internal auditor advised it should be acceptable to continue with receipts and payments for 2016/17 but move to income and expenditure for 2017/18**
10. External audit report to go to council before year end – **in hand, agenda item 4.1 above**

4.3 To review fees and charges for 2017/18 (will be included with precept discussions in future) **Recommended to Full Council that the current charges continue for 2017/18 as follows:**

<p>Wickham</p> <ol style="list-style-type: none">1 Football pitch hire - adults £452 Football pitch hire - juniors £253 Tennis Courts WCTC annual contribution towards sinking fund £3,6004 All weather pitch £30/hr
<p>Knowle</p> <ol style="list-style-type: none">5 Football pitch hire - adults Knowle Rangers £256 Football pitch hire - adults Infinity £307 Football pitch hire - juniors £158 MUGA hire £10/hr9 Profit making events on the recreation ground / village green £10/hr10 Fitness sessions / training where a charge is made to participants £8/hr
<p>Knowle Village Hall</p> <p>Regular bookings sports and social sessions</p> <ol style="list-style-type: none">11 Hall £10/hr12 Meeting room £7.50/hr13 Kitchen with hall booking £5/hr14 Changing rooms £15/ per fixture <p>Private bookings</p> <ol style="list-style-type: none">15 Hall £20/hr16 Meeting room £10/hr17 Kitchen with other booking £5/hr18 Kitchen sole use £8.50 /hr

4.4 To note reserves for 2016/17 (will be included with precept discussions in future)
Noted.

Reserves / budgets carried forward 2017/18

Figures from end December 2016 income and expenditure report

10.3.3	Tennis courts sinking fund	£18,596
	Knowle commuted sum for open	
10.4.2	spaces	£64,509
11	Asset replacement fund	£45,308
	Knowle hall KCBA balance	
12.1	transfer	£9,010
12.3	Knowle hall contingency fund	£13,405
14.4	Beer Festival grant for pavilion	£2,230
	Rookesbury Estate community	
14.6	grant	£2,918
15	General reserve	£11,454
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		£167,430
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4.5 To note expenditure: repairs to Knowle skate park £750 + VAT (three quotes requested, two received: Wheelscape £750 + VAT and Gravity £2,750, Maverick declined invitation to quote) **Noted.**

4.6 To consider the following proposals:

4.6.1 Upgrading the cctv system and Wickham Centre to cover PC owned assets: two quotes received by the hall manager CIA £1,964.10 + VAT and £100 pa annual maintenance agreement; Fire Care and Security £2,089.11 and £80 pa annual maintenance agreement. (PC currently contributes towards £1,500 annual maintenance charge as part of its service agreement with Wickham CA, significant future savings) **Agreed to recommend to Full Council that the Council places the order with CIA and the Community Association refund half the cost.**

4.6.2 Installation of cctv at Knowle Village Hall to cover the hall and village green, two quotes received: Fire Care and Security £2,514.50 + £80 annual maintenance, Advanced Gate Solutions £2,718 + VAT (annual maintenance not priced.) **Agreed to recommend to Full Council that an order be placed with Fire Care and Security for the installation and annual maintenance.**

5. To identify any unmanaged risks within this committee's remit None.
6. Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available Continue to monitor.
7. Recent correspondence/ reports from meetings attended of relevance to this committee None.

Meeting closed 8.40pm