

These are the unadopted Crookham Village Parish Council Minutes of the meeting of the Finance Committee held on 26th February 2013 in the Zebon Copse Centre, Danvers Drive. Please refer to the minutes of the March 2013 meeting for any amendments.

Present

Cllr Julia Ambler (Chairman)	(JA)
Cllr Simon Ambler	(SA)
Cllr Philip Ashton	(PA)
Cllr Peter Crawley	(PC)
Mrs Angela Sayers (RFO)	(AS)
Mrs Sarah Sherman	(SS)

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**11/13 APOLOGIES FOR ABSENCE**

Colin Lethbridge

**12/13 CHAIRMAN'S ANNOUNCEMENTS**

None.

**13/13 MINUTES OF PREVIOUS MEETING**

Minutes from the meeting of 27<sup>th</sup> January 2013 (01/13 – 10/13).

**RESOLVED**

Minutes 01/13 to 10/13 were agreed as a true record and signed by the chairman.

**14/13 DECLARATION OF INTEREST IN ANY MATTER ON THE AGENDA**

None.

**15/13 CONSIDER CRIME AND DISORDER IMPLICATIONS**

The Chairman reminded members of their duty to consider any crime and disorder implications that might arise from any decision that they might make at this meeting.

**16/13 PUBLIC PARTICIPATION (Maximum of 3 minutes per speaker)**

No public were present at the meeting.

**17/13 CHEQUES FOR SIGNATURE**

The cheques were signed

**18/13 Zebon Copse Centre (ZCC)**

**1. Fire Alarm Contract**

The Administrator informed the FC that the existing contract was due for renewal in March. Initially they had said they were increasing their prices but this has now been waived. The price therefore remain the same for the year.

**RESOLVED**

The FC agreed to the contract being renewed for the year.

**2. Fire Warden Training**

The administrator requested that this item be deferred to the next FC meeting as she was still awaiting quotes from suitable contractors.

**ACTION**

SS to chase quotes for March Finance meeting

**3. Fire Risk Assessment**

The administrator requested that this item be deferred to the March FC meeting. This was agreed.

**4. ROSPA Training Course**

The administrator advised the FC that the next course available for Rebecca was in May. The cost included the exam.

**RESOLVED**

The FC agreed to Rebecca attending the ROSPA course in May.

## 5. Centre Repairs

The Administrator advised the FC that she had received two quotes to repair the burnt out pavilion ventilation fans. She also confirmed that no charge had been incurred for a faulty timer which had been signed off at the previous FC meeting. After discussion the FC agreed on the first quote.

### **RESOLVED**

The FC agreed to repair the burnt out pavilion ventilation fans.

## 6. Centre Charges

The FC discussed the proposed rates prepared by the administrator and RFO. After discussion the rates were agreed.

### **RESOLVED**

The FC agreed on the new hire rates.

### **ACTION**

SS to prepare letter to users advising them.

## 7. Fencing repair at Hillyborrow

The Administrator advised the FC that she had received a second quote to repair the existing fencing and supply a new 10 yard section. As this was considerably cheaper than the first quote this was agreed.

### **RESOLVED**

The FC agreed the second quote to repair the fence.

### **ACTION**

SS to organise

## 19/13 FINANCE

### (i) February Accounts

The February report of the RFO was accepted by the FC

### (ii) Gas electricity contract

The RFO advised the FC that she had received a letter from Hampshire County Council regarding the arrangements for the supply of Gas & electricity. Currently there are two methods of calculating the prices. The first is Purchase in Advance (PIA) and the second is Purchase within period (PWP). Currently the council has opted for the PIA method. This method involves buying tranches of energy when the market price is at its most favourable, prior to the start of the contract. The purchase prices are then averaged and that is the price applied to the contract for the next delivery year. The other method called PWP also involves tranches of energy being purchased when the prices are at their most favourable, but in this case , energy is not only purchased before the start of the supply period , but purchasing can continue into the contract period – allowing buyers to take advantage of any reductions in the market price – post contract start.

Whereas the price calculated using PIA is known at the start of the contract period, PWP bills generated during the supply period are charged using an estimated rate agreed at the outset of the contract, This rate is then reconciled twice a year and any over/under payment reconciled.

The RFO advised the FC that they now had a window for switching methods – deadline 28<sup>th</sup> February.

The FC discussed both methods and felt that they would like to continue with the PIA method as this gave certainty as to the annual bill that they could expect.

**RESOLVED**

The FC agreed to continue with the PIA method for both their gas & electricity supply.

**(iii) Risk Assessment**

The FC discussed the first draft prepared by the RFO and asked for the following amendments

- 1) Section 1 – Unexpected emergency to be added.
- 2) Section 12 – Resignations – clerk to be added
- 3) Section 14 – Referendum costs to be added.

**ACTION**

RFO to e-mail amended risk assessment to councillors before the full parish council meeting on Monday.

**(iv) Real Time Information**

**The RFO advised the FC of the following;-**

Information such as pay and tax deducted is currently sent to HMRC once a year via the submission of forms P.60 and employer declarations. The declarations are made in the months of April or May following the end of tax year.

From April 2013 employers will be obliged to send employee information to HMRC whenever a payment subject to PAYE is made to an employee. This will typically be on a monthly basis and will form part of a monthly submission report sent online to HMRC.

The QuickBooks payroll package is RTI compliant, and it will produce the submissions required, however, because the payroll payments are paid monthly we will need to change the way the payroll hours are calculated on QuickBooks by processing monthly payroll rather than weekly payroll (paid monthly). This will result in one monthly payslip instead of weekly payslips.

As a result of this the 4 or 5 week months will disappear and we will have an equal monthly charge for payroll, rather than varying charges (4 or 5 week periods)

The RFO advised the FC that she anticipates changing the way the payroll is processed from 1<sup>st</sup> April 2013 to comply with the new rules

**RESOLVED**

The FC agreed to the above changes effective from 1<sup>st</sup> April 2013

**(v) BT**

SA advised the FC that he had re-negotiated the terms of the current BT contract resulting in a significant saving. The new contract was valid for 2 years and included the following;-

- 1) Both lines– 615003 and 810568
- 2) The Clerk's broadband on 01252 810568
- 3) 500 minutes free of local and national calls ( no mobiles)
- 4) Upgrade to Infinity broadband – 30mg – on 01252 615003

The FC agreed this was a very favourable deal.

**RESOLVED**

The FC agreed to the new BT contract.

The FC discussed the recent replacement of the RFO's laptop and the retrospective approval by 4 councillors.

It was also agreed that the following would be purchased for back-ups

USB Flash Drives – 5x16GB

USB Flash Drives – 3x32GB

**RESOLVED**

The FC gave retrospective approval for the RFO's laptop and the purchase of the above USB Flash Drives.

**20/13 INFORMATION SHARING & AGENDA ITEMS FOR NEXT MEETING**

**Agenda Item**

The FC requested that pitch fees at the centre should be discussed at the next meeting.

**Future Meetings**

FC meeting dates for the next year.

26/3 (apologies from Philip Ashton)

30/4

28/5

25/6

30/7

24/9

29/10

26/11

The Meeting closed at 9.35pm