



ARDINGLY PARISH COUNCIL

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Minutes of the Ardingly Parish Council Finance Committee Meeting held on Tuesday, 15th May 2018 at 7.30 pm at the Pavilion, Ardingly Recreation Ground

Present: Mr. J. Aloof (Chair)
 Mr. M. Brixey (MB)
 Mr. W. Meldrum (WM)
 Mr. D. Stutchbury (DS) (part of meeting)

In Attendance: Mrs. H. Schofield - RFO
 Mrs. S. Mamoany – Clerk

150.	To accept apologies for absence Apologies were received from Rowena Chalk.	
151.	To confirm and sign the minutes of meetings held on the 15th November 2017 The minutes of the meeting held on the 15 th November 2017 were AGREED and signed by the Chair as a true and accurate record.	
152.	Matters arising from previous minutes The Clerk advised that the allotment invoices still need to be sent out and will ascertain to complete this within the next two weeks.	
153.	To review the Fixed Asset Register The Fixed Asset Register had been circulated by the RFO. It was noted that the SIDS/flagpole/tree lights had been added. In addition, the Clerks laptop was not on register although it was estimated at being 6/7 years old, this was added together with the 1 tonne salt bin that was purchased in 2017. With these amendments, the Committee resolved the updated Fixed Asset Register.	
154.	To review expenditure for the year ending 31st March 2018 The RFO had circulated the detailed income and expenditure analysis. It was noted that total income for the year was £94,917 with expenditure of £109,116. This was due to items such as tree work, emergency bus shelter repairs, new flag pole, higher maintenance on the pavilion and a water leak at the public toilets which was	

	<p>unplanned expenditure that had been taken out of general reserves. However, in general the budgets with in line with those set for 2017/18.</p> <p>In addition, other expenditure taken from earmarked reserves included replacement zip wire, planning permission costs related to the pavilion, purchase of SIDS.</p> <p>Staff costs had increased by 16% from last year, which was due to staffing changes and the Councils decision to implement a new Finance system which required staff to work extra hours to set this up.</p>	
155.	<p>To consider the Parish Council Annual Governance Statement for the year ending 31st March 2018 for recommendation of approval to the Parish Council.</p> <p>The RFO had circulated the Annual Governance Statement and the Committee recommended this should be put to the Parish Council for approval at the June meeting.</p>	
156.	<p>To consider the Parish Council Annual Statement of Accounts and Variances on Pervious Year for the year ending 31st March 2018 for recommendation of approval to the Parish Council</p> <p>The RFO circulated the Annual Statement of Accounts. WM queried the difference in the figures in boxes 7 and 8 and it was discussed that this was due to possible cheques not cleared or money not received. The RFO was requested to provide an explanation of the difference which was in the region of £2,900.</p>	RFO
157.	<p>To consider signatories for the Santander Accounts</p> <p>The Committee resolved to remove Ken Monk who has retired from the Parish Council and add Jonathan Aloof and Rowena Chalk to the Santander accounts as signatories.</p> <p>It was confirmed that current signatories on the accounts were Derek Stutchbury, Mick Brixey and Rob Lawson and they will remain as signatories, making a total of five Councillors on the account which was agreed was sufficient.</p> <p>The RFO will complete the necessary paperwork to the bank</p>	RFO
158.	<p>To confirm revised costs for Periodic Electrical Inspection Reports for Council buildings</p> <p>The Clerk reported that following the Parish Council meeting held on the 5th May, it had come to light that the pavilion had more electrical circuits than original thought and this had increased the cost of carrying out the Periodic Electrical Inspection Report, thought originally to be in the region of £166. Three quotes had been obtained and a quote of £330 had been accepted, (the building has 33 circuits). The Clerk did not know how many circuits the Public Toilets had but it was felt that it would be no more than 10 so the final costing should not be more than £430. The Committee resolved the revised costs. It was noted that payment needed to be made to the contractor prior to the full reports being received. It is recommended that a Periodic Electrical Inspection Report should be carried out every 5 years.</p> <p>JA noted that Energy Performance Certificates might be required for Parish Council owned buildings. It was felt that as none of them were currently hired on a long-term basis that this was probably not necessary.</p>	
159.	<p>Items for information only on inclusion on a future agenda.</p> <p>None noted.</p>	
160.	<p>Date of next meeting</p> <p>November 2018</p>	

The meeting closed at 8.10 pm.