|  |  |
| --- | --- |
|  | ***Windlesham Parish Council*** |
| Sarah WalkerClerk to the CouncilEmail: sarah.walker@windleshampc.gov.ukWebsite: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk) | The Council OfficesThe Avenue LightwaterSurreyGU18 5RGTel: 01276 471675 |

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S FINANCE AND GENERAL PURPOSES COMMITTEE**

**Held on Tuesday 4th June 2019 at 7.45pm in the Council Chamber**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bagshot Cllrs** |  | **Lightwater Cllrs** |  | **Windlesham Cllrs** |  |
| Bakar | P | Hartshorn | A | Goodman | P |
| Chambers | - | Halovsky-Yu | P | Stacey | P |
| Gordon | A |  |  |  |  |
| Kay | P |  |  |  |  |
| Willgoss | P |  |  |  |  |

**In the Chair:** Outgoing -Councillor Abu Bakar

 Incoming - Councillor Mike Goodman

**In attendance:** Sarah Walker – Clerk to the Council

 Cllr White – as substitute for Cllr Hartshorn

P - present A – apologies PA – part of meeting - no information

 **……………………………………………………………………………………………**

|  |  |
| --- | --- |
| **FGP/19/01****FGP/19/02** | **To elect the Chairman and Vice-Chairman for the Committee for the ensuing year**Cllr Halovsky-Yu nominated and Cllr White seconded and **all agreed to elect Cllr Goodman as Chairman.**Cllr White nominated and Cllr Halovsky-Yu seconded and **all agreed to elect Cllr Bakar as Vice-Chairman.***Cllr Goodman took the Chair and thanked Cllr Bakar for his chairmanship over the last year.* **Apologies for absence**  |
|  |  |
| **FGP/19/03****FGP/19/04****FGP/19/05****FGP/19/06****FGP/19/07****FGP/19/08****FGP/19/09****FGP/19/10** | Apologies for absence were received from Cllrs Gordon and Hartshorn. Cllr Chambers was noted absent without apologies.**To review and agree the terms of reference**The terms of reference as circulated (Appendix A) **were agreed.** **Declarations of interest**None. **Public question time**No members of the public were present.**Exclusion of the press and public**. There were no matters to be dealt with after exclusion of the Press and Public.**Payments for Approval and Sign Off**The Clerk presented a list of expenditure transactions for approval (Appendix B) in the sum of £12,817.77.**The Committee agreed the proposed payments in the total sum of £12,817.77 and the Chairman signed the Expenditure Transactions Approval List on the Committee’s behalf.****Review of Bank Reconciliations**The Clerk had circulated bank reconciliations for February 2019 – April 2019. Reconciliations presented were as below:**February Reconciliations**Santander 30 day 04/03/19 £195,627.71RBS Settlement a/c 28/02/19 £45,705.07 Barclays Current a/c 28/02/19 £159,723.88**March Reconciliations** Santander 30 day 03/04/19 £195,717.75RBS Settlement a/c 31/03/19 £45,712.33 Barclays Current a/c 31/03/19 £112,617.40\*Skipton a/c 31/03/2019 £63,749.64\*Cambridge and Counties 180 day notice a/c 31/03/2019 £201,116.67\*Please note these accounts have interest added annually and are therefore only reconciled the month that the interest is paid in and at year end. **April Reconciliations**Santander 30 day 03/05/19 £195,817.49 RBS Settlement a/c 30/04/19 £45,720.34 Barclays Current a/c 30/04/19 £264,529.40**The Committee noted the reconciliations and agreed Cllr Kay would review in detail and sign off the reconciliations on behalf of the Committee.** **Year End Accounts**1. **Out-turn Report**

The Clerk presented the year end out-turn report to Members. The main points from the report as follows: The outturn for 2018-19 shows a surplus of £121K. This is consistent with the financial position shown in the Council’s statutory accounts, which show an increase in reserves of £121K. The revised budget showed a planned deficit of £58K, so the outturn position is £180K better than expected at the start of the financial year. The Council has made a number of adjustments to reserve balances in the course of the financial year – much of the surplus has been transferred to earmarked reservesA review of individual budget lines showed that there are no major overspends on individual budget lines. The surplus is partly explained by unexpected income received by the Council. - Burial Income - £14K better than budget- CIL monies - £53K better than figure in budget Total unplanned income - £67KMajor areas of underspend included the following• Community Bus £20K project not run • Elections £ 5K Not required• Playgrounds £15K Not required – will be spent 2019/20• Website £6K – Not needed• Community Pride Grants £ 9K – Underspend• Neighbourhood Plan £5K - not needed• Office Costs £9K – costs lower than estimated• Training £5K - lower than estimated • Grave digging £3k – transferred responsibility • Trees £3k – lower costs than estimatedThe outturn shows that the Council continues to manage costs effectively. However, the year-end report suggests that the Council struggles to deliver projects included in the budget. Continued increases in reserves are likely to bring criticism from external and internal audit , as the Parish Council has no power to hold cash. Year-end reserves are as follows:General Fund £279KEarmarked Reserves £377KTotal Reserves £656KGeneral Fund is currently 91% of the 2018-19 precept, internal audit advises this should be no more than 50% of precept. The Council will need to address its level of reserves but now the longer-term business plan has been approved, there should be movement in reserves this year. **Members noted the report**1. **Financial Statements**

The Clerk presented the draft version of the Annual Return –the AGAR. This comprises four documents* Annual governance statement – this has to be signed off at Full Council on 25th June 2019.
* Accounting Statements – completed and supported by income and expenditure account and balance sheet
* External auditor certificate - blank, for external auditor PKF to complete.
* Annual internal audit report – this was completed on 14th May by Mark Mulberry.

*Draft Income and Expenditure Account*A detailed review of the Council’s income and expenditure account is reported in the year end outturn report as a separate paper presented to this meeting. *Draft Balance Sheet*Members were given a report with a detailed analysis of the balance sheet.. The main points to note were:* Council holds £656K in a number of bank accounts
* The general reserve fund balance of £279K is about 91% of the value of the annual precept. The balance considered to be generally acceptable to be held in an unallocated reserve is 50% of the value of precept.
* Council could face criticism for the high level of reserve held. A longer-term business plan has been agreed and there should be spend/movement in reserves this year.

*Accounting Statements - reporting of significant variances*Council are required to explain significant variances in figures between the previous year and this year to the External Auditor. Members were presented with the report prepared by the Clerk to send to the auditor. **Members noted the report, taking particular reference that the Council’s reported fixed assets had increased by 15% since the previous years AGAR.** 1. **Review of Reserves**

The Clerk presented a report giving an overview of the reserves currently held by Council. As previously detailed, the general reserve stands at £279k, ear-marked reserves at £377k, the breakdown for which is below:**Capital receipts - £2,800**Reserve for monies from sale of capital items – these funds can only be used for future capital purchases **School Lane Field Play Equipment - £55,000**No movement in year - this is a section 106 reserve, backed up by the Skipton Building Society account. Minute attached from 2011 – states that the reserve should be used in years 11 -20 of the life of the playground, ie 2023 onwards. **Cemetery schemes - £35,000**Increase of £5k in year – this reserve is for the purchase of additional land for Windlesham cemetery. It is anticipated that this reserve will be used for land purchase at some future date. **Lightwater Pavilion - £70,000**Increase of £35k in year - Council has resolved to demolish and replace this building. This reserve will be used to part fund this work, but contributions from the general fund are also likely to be required. Work has not yet commenced.**Windlesham CIL – £30,363**Increase in year of £15,364 fromCIL payments received for developments in Windlesham. No spend from this reserve in year.**Maintenance and Repairs - £49,000**No movement in year. **Village reserves - £55,160** Windlesham reserve reduced by £400 to fund purchase of Silent SoldiersBagshot reserve reduced by £5,040 - £400 to fund purchase of Silent Soldiers and £4,640 to SCC/Highways for installation of VAS signs. Lightwater reserve reduced by £400 to fund purchase of Silent Soldiers**Lightwater CIL - £13,637**Increase in year of £16,671 fromCIL payments received for developments in Lightwater. £11,225 paid from reserve to SCC/Highways for installation of VAS signs. **Playgrounds - £15,000**New EMR using unspent budget from 2018-19 – expected to be spent early in financial year 2019-20 to fund Kings Lane playground replacement. **Elections - £5,000**New EMR using unspent budget from 2018-19. Will be spent in 2019-20 to fund the May 2019 elections. **Community Bus – £20,000**New EMR using unspent budget from 2018-19. To fund potential bus project.**Bagshot CIL - £29,574** New EMR based on CIL payments received for developments in Bagshot. No spend from this reserve in year. **Members noted the report.**1. **End of year internal audit report**

The Clerk presented the end of year internal audit report from Mark Mulberry. **Members noted the report and that the recommendations from the report would be presented to Full Council, as per audit requirements**. **Review of 2019-20 Budget**The Clerk presented the budget for the current year, showing the actual spend for 2018-19 as comparative figures. Council have now agreed a Business Plan, which once prioritised will impact on future revisions of the budget, however there are some considerations already, namely:Groundsmans Salary – the 2019/20 budget was prepared before the groundsman retired in December 2018. Windlesham cemetery maintenance is now carried out by Foramaflow. Therefore Members are asked to agree that the current budget line is renamed “Windlesham cemetery maintenance contract”. The agreed cost of the contract is £12,000pa, therefore the £9,000 budget will be retained and either virements made later in the year or an agreement to transfer the balance from reserves if required. **It was resolved to rename the Groundsmans salary budget line and to find the balance with virements during the year.** **There being no further business, the meeting closed at 8.34pm.**  |
|  |  |
|  |  |
|  |  |

 **Appendix A**

**Finance & General Purpose Committee – Terms of Reference**

**The role of the Finance & General Purpose Committee is to ensure the smooth management of the Council’s finances.**

1. Membership of the committee will consist of a total of 9 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.

2. The Chairman and Vice-Chairman, if not nominated members of the committee, may attend as ex-officio members.

3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

4. Non-members of the Council **may not** be members of the committee.

**FUNCTIONS:**

**The committee shall:**

a) Operate in accordance with Local Government Law and in accordance with the Council’s Standing Orders and Financial Regulations.

b) Provide advice & guidance, as required, to the Chairs of all other committees and working parties on all aspects of financial management.

c) Delegate authority for the setting of the annual budget to the Finance Sub-Committee (which shall consist of the Chair of Finance & General Purpose, the Chairs of all other Committees and the Chairman of the Council) and reviewing the subsequent recommendations of the finance sub-committee prior to submission to Full Council.

d) Develop, maintain and monitor the policy on the management of reserves.

e) Monitor purchasing decisions to ensure a value for money approach on all aspects of Council activity in accordance with Financial Regulations.

f) Monitor financial performance against budgets and agree virements for resolution by Full Council.

g) Make recommendations to the Council on the implications of applying for a Public Works Loan.

h) Review the investment strategies of the Council and advise accordingly.

i) The committee shall have spending powers to a maximum of £2,000 per agenda item. The committee shall make recommendations to full Council on all expenditure in excess of this sum.

j) Appoint sub-committees or working parties to undertake any specific project work as required.

k) Undertake project work outside of the above remit as directed by Full Council.

l) Review the Terms of Reference annually and make recommendations to Full Council.

**The Chairman of the Committee shall:**

**a)** Agree the minutes of the Finance and General Purposes Committee at Full Council meetings, subject to approval.

*SW June 2019*

**Appendix B**



****

****