



AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor
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MEETING OF AUDLEM PARISH COUNCIL MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)

Tuesday 27th August 2019 at 11.00am
Methodist Meeting Rooms, Shropshire Street

PRESENT

Cllr David Higham (Chairman of the Committee), Cllr Lynette Hopkins, Cllr Paul Barrett and the Parish Clerk - Mrs Belen (Bee) Lopez Bloor. Chairman Cllr Steve Boyes was present observing.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Tim Lawton.

2. DECLARATION OF INTERESTS

Cllr Hopkins declared a non-pecuniary interest in agenda item 5 when discussing the Parish Council's defibrillator as a family member is a trainer.

3. CONFIRMATION OF MINUTES

Cllr Higham proposed to confirm the minutes of 19th June 2019, Cllr Barrett seconded.

Resolved: that the minutes be confirmed as a true and correct record.

4. GRANT REQUESTS

a) **Review of grant expenditure against allocated budget.**

The Parish Clerk confirmed that £6,000 had been allocated in the budget and so far £2,101 of the allocated budget has been spent (35%) which leaves £3,899 remaining.

b) **Review of grant criteria.**

Cllr Hopkins stressed the need to foster a better working relationship with the village's community when giving grants and questioned why grant applicants are required to provide signed accounts. Cllr Higham and Cllr Barrett both stressed that it is best practice to provide signed accounts and these are necessary for a clear audit trail and financial transparency. All Councillors agreed that signed accounts do not necessarily have to mean audited and that these could be signed by the group's Chairman and Financial Secretary.

Action/s: Councillors to inform the Parish Council of this clarification at the next Parish Council meeting.

c) **Applications confirmed.**

Audlem Scouts £671.97

Action/s: Clerk is to request photos so the Parish Council can write a news piece for Audlem Online.

ADAPT bicycle racks £500

The Parish Clerk confirmed that ADAPT have made a first stage application to the Postcode Lottery for the remaining funding. They will find out on 5th September whether their bid has gone through to the final stage. The outcome will be confirmed in early November.

d) **Applications received/outstanding.**

Touring Arts Visiting Audlem grant request for £500.

The Parish Clerk has chased the TAVA group to obtain further information required but has had no response. No further action necessary for now.

e) **Article for Audlem Online to inform village of grant availability.**

Action/s: Parish Clerk to recirculate the draft article to the Finance Sub Committee.

5. BUDGET REVIEW

a) Summary explanation of how previous budgets were prepared.

Cllr Higham ran through the budget figures with the Councillors explaining how each figure decided.

Action/s: Finance Sub Committee to start preparations for the next budget and prepare a draft for the meeting in October before it is finalised in November.

b) Brief review of existing finance spreadsheet with a view to simplifying it.

Action/s: Councillors to look at the financial performance graphs issued with September's meeting agenda and see if they are satisfied with the new reporting graphs.

6. REVIEW OF WATER SUPPLIER

The councillors had reviewed the quotations from the water company and there was a minimal difference between each supplier. The Government watchdog have confirmed that the water industry will be changing the methodology for commercial sale of water within the next year so the Councillors agreed that reviewing the water supplier should be revisited in a year's time once the changes have taken place. No further action is required at the moment.

All water bills contain an element that assumes the rainwater collected on the roofs of properties goes into the main sewer drains. Although this used to be the case for many years, all new properties and some older ones have to now divert such rainfall into soak aways. Unless the property owner tells the water authority that rainwater is disposed of via a soak away they are still charged for the rainwater going into the main drainage system. Cllr Higham will check whether the roof water from the public conveniences block goes into a soak away or whether it does go into the main sewer system.

Action/s: Cllr David Higham to check how the surface water drains and report back to the group.

7. REVIEW OF MODEL FINANCIAL REGULATIONS 2019 FOLLOWING NALC UPDATE

Councillors will review the information sent by the Clerk to incorporate the changes in the relevant policy document.

Action/s: Clerk to recirculate the email with the relevant documentation.

8. AMENDED FINANCE SUB COMMITTEE TERMS OF REFERENCE

Councillors amended the terms of reference to incorporate increased membership of the group.

Action/s: Clerk to circulate this document to the Parish Council so that it can be adopted at September's meeting.

9. ANNUAL REVIEW OF FINANCE RISK ASSESSMENT

Councillors reviewed the finance risk assessment and agreed that point 14 had an error as there should not be an £18,000 gap to cover any contracts over £2,000 but under £20,000.

Action/s: Clerk to amend this oversight and circulate this document to the Parish Council so that it can be adopted at September's meeting.

10. ANY OTHER BUSINESS

Councillors asked the Clerk to investigate the costs of maintenance and repairs for Audlem's playground over the past 5 years.

Date of next meeting Tuesday 1st October 2019 at 11am. Clerk to book the meeting room.

Cllr Higham declared the meeting closed at 1.10pm.