



Minutes of the Finance Sub-Committee meeting at VXCC on 26th June 2017

1	<p>Present: Cllrs Peter Bulmer, Andrew Pannell and Martin Whiteley; In attendance: Kath Lloyd, Clerk Apologies for absence: Received from Cllr Keith Scargill</p>
2	<p>Declarations of Interest There were none declared.</p>
3	<p>Finance Report and budget forecasts Cllr Whitely talked the meeting through the proposed finance monitoring and forecasting sheets which give a day to day cash book reconciliation, monthly forecasts and a relatively simple summary document which could be presented to the Parish Council meetings on a quarterly basis. This would provide a concise yet detailed 3 tier monitoring system which it was felt, would meet the needs of the Clerk, the Finance Sub Group and the full Parish Council. It was agreed to trial the system for the financial year and introduce the new report format at the July Parish Council meeting, supported by a brief presentation. It was also agreed that the Clerk would review the Appendix A report to make it more relevant and meaningful. Action: <i>Cllr Whitely to send the Clerk a blank template of the tool to begin to populate.</i> Action: <i>Clerk to ensure that the VXCC Manager was familiar with the monitoring tool so that the two services' financial records mirror each other.</i> Action: <i>Clerk and Cllr Whitely prepare a few slides to explain the new reporting format for the July PC meeting</i></p>
4	<p>Audit update and actions needed The Clerk has produced an action plan from the recommendations made by the internal auditors which was approved at the Parish Council meeting on 19th June. The documentation for the external (BDO) audit were signed by the Chair at the same meeting and will be submitted on 17th July by the Clerk. Action: <i>Audit action plan to be on the agenda to be monitored by this meeting in preparation for next year's audit.</i></p>
5	<p>Cllrs budget application ideas The two CWaC Cllrs (Keith Board and Pam Hall) have visited VXCC and met with Cllr Bulmer, the Clerk and the Centre Manager and seen the work carried out over the last year. Their response was supportive and encouraging – they have £5000 each as their Member's budgets and to date, have committed £3000 between them to Caldly Valley Neighbourhood Centre. After discussions about a number of potential projects, there was a further commitment of £3000 to VXCC to improve the accessibility of the Centre. The meeting agreed that no further applications for funding would be made to the Member's budgets. There was a further discussion about recent unsuccessful funding bids to improve the local play areas – feedback suggested that the applications were too “Council led” and did not include sufficient community input. There is a further opportunity to apply for this funding and Cllr Jo Evans is keen to move forward with this and is hosting a “Pop Up Picnic” at Thackeray Drive on 8th July to stimulate local involvement. Involvement from the South Ward is urgently needed if funding is to be applied for improvements at Vaughan Lane play area and active participation has been requested from Parish Councillors.</p>
6	<p>Feedback from Parish Council meeting Covered under other items.</p>
7	<p>Implications of Trade Union Claim: <i>The pay claim for 2018/19 includes a 5% increase on all NJC pay points, the deletion of NJC pay points 6, 7, 8 & 9 (the deletion of these pay points to occur after the 5% increase has been applied to ensure that no NJC pay points fall below the Foundation Living Wage rate of £8.45 per hour), and would apply the deletions of the NJC pay points to the GLPC pay spine (i.e. to delete Inner and Outer London pay points SCPs 6-9).</i> The Clerk reported that if the Trade Union Claim is agreed, it would increase the salary costs of the Parish Council by up to approximately £2000 including on-costs (pensions, NI, tax etc). The meeting</p>

	agreed to revisit when the results of the Trade Union claim become known.
8	To agree recommendations for approval As above in italics.
9	Date and time of next meeting The next meeting is to be held on Monday 24th July at 3.15pm at VXCC.
10	Any other business <ul style="list-style-type: none"> • The meeting was updated on the discussion held in the VXCC Sub group regarding a recharge between VXCC and the Parish Council for the costs of the office. Action: <i>The Clerk to produce costings and a draft SLA for the next Parish Council meeting.</i> • VXCC Manager to invite ex Councillors Peter Thompson, Sue and Graham Proctor to see the Centre and how it has developed over the last few years. • The new South Ward representative has now been agreed and Mr Andrew Bayliss will join the Parish Council at the next full meeting. Action: <i>Chair and Vice Chair to meet with Mr Bayliss and Clerk to facilitate induction.</i>