

Finance Sub-Group

Minutes of the Finance Sub-group meeting held at the Vicars Cross Community Centre, Oldfield Drive, Vicars Cross, on Monday 25th October 2017 at 3.15pm

1	Present: Cllrs Peter Bulmer, Martin Whitley Apologies for absence: Cllrs Keith Scargill, Andrew Pannell
2	Declarations of Interest: none recorded
3	Financial Report and budget forecasts: a full discussion took place regarding the current financial recording systems which are still being reviewed and amended by Cllr Whitley. The Clerk is using the cashbook element of the system effectively and a quarterly presentation is planned at the Parish Council meeting on 16 th Oct. The meeting scrutinised the cash book figures and Cllr Whitley gave an overview of the income and expenditure sheet that he proposes to introduce. The new financial recording system will give a much more robust and transparent report than in previous years. The external auditor, BDO, have returned a number of queries to the Clerk who is responding.
4	Financial processes – discussed and approved.
5	Delegated spending limits – there was a discussion about the level of spending currently delegated to the Clerk and it was agreed to recommend that it be raised from £250 to £500.
6	VX Community Centre Sub group recommendations: <ol style="list-style-type: none"> 1. That the level of delegated spend be increased from £250 to £500 2. That the Centre Manager moves forward with the planned work to the heating system (new timer, thermostat ect) at a cost of £395 + vat. 3. That the Centre Manager contract with a local architect to obtain a sketch scheme for the refurbishment of the toilets at a cost of £575 4. That the Centre Manager be asked to continue with the purchase of new furniture for the café area at a cost of £915 inc. vat – allocated from Members Budget. 5. That the Centre Manager proceed with the replacement of the front door at a cost of £2350 + vat – allocated from Members Budget
7	To agree recommendations for approval as above: all agreed and to be taken to Parish Council meeting on 16 th Oct.
8	Date and time of next meeting: 30th Oct at 4.30pm – Please note change of time
9	Information Exchange: there was a discussion about the current consultation on the Ward Boundaries. This will be an agenda item at the Parish Council meeting on 16 th Oct. Cllr Whitley and the Clerk are attending ChALC Finance and VAT training on 6 th Nov.

