



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE FINANCE AND POLICY COMMITTEE TOOK PLACE AT 8.00 PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 11 FEBRUARY 2008

MINUTES

PRESENT WERE: Mrs A C James (Chairman), Dr J Carne, Mr N Newman, Dr J Tough (Parish Councillors). Mr A Groves (Clerk). Two members of the public were present for part of the meeting.

01/08 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries. Mobile phones, emergency exits, loop system, tape machine.

02/08 APOLOGIES FOR ABSENCE

Cllr Murray.

03/08 MINUTES OF THE MEETING - 3 DECEMBER 2007

Resolution: The minutes were agreed and signed as being a true record.

Clerk

04/08 MATTERS ARISING FROM THE MINUTES – 3 DECEMBER 2007

46/07 **Annual Return 2006/2007.** Fidelity guarantee being actioned.

47/07 **Internal Audit Report (Interim) 2007/2008.** Actioned.

48/07 **Parish Council Precept & Budget 2008/9.** Figures had been amended.

49/07 **Pay Award.** Actioned.

05/08 DECLARATION OF INTERESTS

The Chairman reminded members to declare interests.

06/08 PUBLIC PARTICIPATION SESSION

Public Questions (items not on the agenda). None.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). No members exercised their right to make representations, answer questions, or give evidence.

07/08 GRANT APPLICATION

Members considered a grant application from Liphook United Football Club (Under 15's). The Chairman referred to the presentation given at the Area Committee. Mr Stafrace, representing Liphook United Football Club U15's, briefly outlined the decision to organise the visit to Malta and expressed his gratitude for the £2,000 grant given by EHDC which had allowed the visit to go ahead. Members expressed the view that the visit was an excellent idea, and aspects relating to the application and the need for positive press coverage were then discussed. The Chairman proposed that the grant application be approved. Members wished Mr Straface a successful visit. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decision: Liphook United football Club were granted £250 (\$137 Grant).

Clerk

08/08 FINANCIAL MATTERS

The Clerk, at the invitation of the Chairman, explained that at the end of each financial year transfers were made from "in year" funds to Earmarked Reserves, as set out in the Budget and Precept Document. It was usually the case that having made those transfers, the Council had a small residue of funds which then went into the General Reserve. This year, due to the costs of defending the court case brought against the Parish Council by the Scouts and Guides there were insufficient funds to cover all the transfers. Should the transfers go ahead then it was estimated that there would be an excess of £6,000 of expenditure over income; this would result in the General Reserve being reduced by £6,000. The Clerk said that a reduction of £6,000 from the General Reserve at the end of the year did not pose any risk. The Clerk said that the Committee had to make a decision whether to make the transfers and reduce the General Reserve by about £6,000, or to reduce the transfers shown by £6,000 so that there was a zero balance at the end of the financial year. There was no significant risk in making such decisions, and there were sufficient funds to deal with emergencies and the unexpected. The level of Earmarked Reserves were also satisfactory.

The Clerk advised that the Council had been informed that morning there would be no funding from HCC for the Community Street Lighting Initiative in 2008/2009. In addition there was £5,587 in the Earmarked Reserves for Elections. He suggested that there was probably no requirement for either of those transfers this year. The Clerk also reported that Cllr Murray thought the transfers to the Recreation Reserve and the LMC Phase 2 (Heritage Centre) could be postponed as it was unlikely that work would proceed in the next 12 months. The Clerk advised the Committee that they should consider reducing the transfers by £6,000 and then agree the transfers be made in the priority shown up to the level of funds that would be available. The accruals for the audit fees should also be agreed because that expenditure would need to be accounted for in financial year 2007/2008.

The list of transfers and reductions were then discussed. The Chairman proposed that the transfers be amended to reflect the removal of £6,000 as discussed, that the transfers were made in the priority shown up to the level of funds available at the end of the year, subject to the advice of the Management Accountants. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decision: The following transfers were to be made in the priority order shown up to the level of funds available at the end of the financial year:

Clerk

<u>Code</u>	<u>Heading</u>	<u>Amount</u>	<u>Reserve</u>
5171	Maintenance Fund	£2,500	LMC Maintenance Fund
5174	Community Chest	£ 750	LMC Community Chest
3138	Play Equip Maintenance	£1,000	Play Equipment
3336	Property Maintenance	£1,000	Radford Park
3872	Transfer to Rec Reserve	£1,250	Recreation Ground
TBC	LMC Ph 2 (Heritage Centre)	£2,250	New Earmarked Reserve
1136	Property Maintenance	£ 500	Admin Prop Maintenance

The following accruals were agreed:

Clerk

Audit Fees 2007/2008	£2,000	2 x Internal/1x External Audit
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The decisions were subject to the advice of the Management Accountants.

Clerk

09/08 APPOINTMENT OF EXTERNAL AUDITOR

The Committee considered the appointment of Alun Williams as the Auditor to the Parish Council. The alternatives and future options were briefly discussed. The Chairman proposed that the appointment be approved. A vote was taken (For: 4 Against: 0, Abstention: 0).

Decision: The appointment of Mr Alun Williams as the Parish Council auditor was approved.

Clerk

CONCLUSION - This concluded the business of the meeting at 8.26pm
 Confirmed at the meeting held on 7 April 2008
 Signed.....
 Chairman