

## Break

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING OF KEMPSEY PARISH COUNCIL HELD ON**  
**MONDAY 5<sup>TH</sup> MARCH 2012**  
**AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

**Present:** - Mr. J Michael (Chair), Mrs. Campbell, Mr. M Stevens, Mr. A Hay, Mr. B Bowley

**In Attendance:** - Mr. A Rea.

- 1. Apologies for Absence** – Mr D Harrison (illness) – Accepted
- 2. Declaration of Interest** – Personal & Prejudicial

Mr. Bowley declared an interest being a member of Kerswell Green Graziers Association. Mrs. Campbell declared an interest in respect of item 14. Parish Website.

- 3. Open Forum** – No Discussion took place
- 4. Minutes** : To approve the following minutes of
  - Wednesday 4<sup>th</sup> January 2012
  - Monday 6<sup>th</sup> February 2012

Having been previously circulated these were signed off by the Chairman as a true and correct record.

### **5. Banking**

**1. Update on banking arrangements** - Clerk advised monies had been transferred from HSBC to Lloyds TSB Bank. HSBC Accounts remain open. Lloyds Business Money Manager Account has been closed and all monies transferred to Lloyds Treasurers Account. £70k has safely been invested from Lloyds into a Santander Account and a further £70k from Lloyds is due to be invested into a NatWest Account on 7<sup>th</sup> March.

Unfortunately The Parish Council has been subject to some fraudulent activity with Lloyds TSB and are in the process of setting up a new Lloyds TSB current account.

**2. Access to up to date bank balances for each Council meeting** – Clerk advised the most up to date (verified) bank information is presented at all full Parish Council meetings. Mr Bowley requested he would like to see more recent up to date bank balances. (verified bank

accounts are one month in arrears). The Clerk explained this would interfere with the accounting procedures if presented with ad-hoc bank statements. She requested if this could be reviewed after the completion of the year end. The Chairman confirmed the existing arrangements worked very well and were in compliance with Calc and Audit guidelines and did not want this to be a time consuming task placed upon the Clerk.

**6. Budget Performance data for Council meetings** – Clerk confirmed with the current computer system in operation she did not have the time or facility to provide a breakdown of budget performance for each individual committee to present at Council Meetings.

Copies of Receipts and Payments are always available on request.

**7. Pavilion Caretaker** – Contract of Employment & Timesheet update

Clerk confirmed she had held a meeting with the Pavilion caretaker to request the completion of the time sheet. The Clerk had obtained some advice on employment issues. To review again on the completion of the timesheet.

**8. VAT on utility bills** – Mr Michael to obtain information and advise.

**9. Progress on utility bills for Community Centre tenants** – Mr Hay advised he had obtained the latest reading available from the Parish Office. He was hoping to conclude the water bills within the next few days. A problem highlighted was that regular meter readings need to be obtained. Clerk to request a key from the nursery to gain access to enable the meters to be read on a regular basis. A suggestion made the meters could be read on the second Monday of each month on the evening of the full Parish Council Meeting. (This would not interfere with the nursery operating hours.) The Clerk to obtain keys to all areas of the Community Centre.

**(Chairman adjourned the Meeting to allow Mr Rea to speak)**

Mr Rea advised that a working party had been devised who had looked at water/electricity and gas bills. Information had been cross referenced and duplications highlighted. Next stage was to calculate the bills.

**(Chairman reconvened the Meeting)**

**10. Annual Parish Meeting** – Format, Publicity and Guest Speaker

The meeting will take place on Tuesday 1<sup>st</sup> May 2012 starting at 7.15pm with free refreshments available from 6.45pm. This will be advertised in the Parish Magazine, Annual Parish Newsletter and Chairman's report. A Guest Speaker has been arranged from the Worcestershire Archive and Archaeology Service to present a small talk on the archaeology undertaken next to the church.

**11. Control of tenders/quotations and contracts** –At present there is no standard format when obtaining quotations. A standard template is to be devised with the help of Mr Bowley.

**12. Risk Assessment Update** – Each Committee to be issued with Risk Assessment paperwork (with help from Mr Hay) to enable assessments to be carried out (on at least an annual basis.)

**13. Upgrading/replacing Office Computer Equipment & Photocopier** – To discuss quotations. Clerk confirmed two quotations had been received. Clerk to chase a third quotation. She also advised she had received some information in networking the hire printer to the new computer system.

**(Chairman adjourned the Meeting to allow Mr Rea to speak)**

Mr Rea offered some technical advice in respect of the computer equipment.

**(Chairman reconvened the Meeting)**

A working Party is to meet on Friday 16<sup>th</sup> March 2012 at 7.30pm to look further at the computer specification and the Parish Council requirements.

**14. Parish Website** – Update & Discuss – Mrs Campbell has kindly offered to maintain the Parish Website until the new computer system is installed.

**THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.58 p.m.**

Sharon Baxter  
Clerk  
7<sup>th</sup> March 2012