



**MINUTES OF FINANCE MEETING**

**HELD AT THREE CROSSES COMMUNITY CENTRE  
ON THURSDAY, 19<sup>TH</sup> JANUARY 2017 AT 8.30PM**

**PRESENT:**

**Community Councillor**

Paxton Hood –Williams [PHW]  
Belinda Hansford (BH)  
Nigel Aubrey (NA)  
Daniel Jones (DJ)

**Community Councillor**

Kevin White (KW)  
Warren Smart (WS)  
Khan Prince (KP)

**Clerk:** Ian Donaldson

**Meeting commenced 8.30pm Community Councillor Paxton Hood-Williams  
(Chairman of the Community Council) Presiding**

<b>ITEM</b>	<b>HEADING</b>	<b>ACTION BY</b>
900	<b><u>APOLOGIES FOR ABSENCE</u></b> There were no apologies.	
901	<b><u>DISCLOSURES OF PERSONAL PREJUDICIAL INTEREST</u></b> There were no disclosures.	
902	<b><u>MINUTES OF PREVIOUS MEETING</u></b> Cllr White proposed that the minutes from 15 <sup>th</sup> September 2016 be accepted as a true record of the proceedings. Cllr Prince seconded this and the motion was carried unanimously with Cllr Jones abstaining since he was not at that meeting.	
903	<b><u>MATTERS ARISING</u></b> There were no matters arising from the minutes.	
904	<b><u>VERIFY BANK &amp; CASHBOOK RECONCILIATIONS</u></b> The clerk produced the cashbook reconciliations checked by Cllr Aubrey, as the appointed councillor, who had confirmed that the monthly reconciliations produced by the clerk were up to date.	
905	<b><u>ACTUALS V BUDGET FOR END Q3 2016/17</u></b> The clerk tabled a spreadsheet of actuals v budget up to end of January. He explained that there were no real concerns on spend or income. There were no questions.	
906	<b><u>TO CONSIDER THE AWARD OF IN SCALE INCREASES FOR STAFF</u></b> The clerk explained that he was looking for approval of the application in April of the 2017 SCP 13 rate for the Hall Manager.	

**CHAIRMAN OF THE COMMUNITY COUNCIL:**

\_\_\_\_\_ Cllr P Hood-Williams

*Minutes of a Meeting of Three Crosses Community Council 2016-2017*

906	<p>Cllr Hansford proposed this and Cllr Aubrey seconded it. The motion was carried unanimously.</p> <p>Cllr Smart proposed that the clerk be moved onto SCP 19 from April with the corresponding 2017 salary rate. This was seconded by Cllr Jones and carried unanimously.</p>	ID
907	<p><b><u>TO CONSIDER THE PROJECTED V BUDGET FORECAST FOR 2016/17</u></b></p> <p>The clerk presented a spreadsheet showing the projected position at the end of March 2017. He also tabled a document explaining the assumptions made in compiling it. [attached]</p> <p>The position at the year-end was predicted to be similar to the 2015/16 year end. In other words, income and spend over the year had roughly balanced.</p> <p>The clerk forecast a cash book balance of around £27,000.</p> <p>The meeting discussed the forthcoming re- application to the Big Lottery for funds to re develop the village playpark. It was resolved to earmark £20,000 from reserves towards match funding for this project.</p>	
908	<p><b><u>TO APPROVE THE 2017/18 BUDGET AND SET THE PRECEPT</u></b></p> <p>The clerk presented a <b>balanced draft budget</b> and explained the changes from 2016/17. There were extra provisions for Fete Week and Banc event, also for potential legal fees. Cllr Hansford asked if the operation maintenance budget could be used to redecorate the interior of the community centre. This was agreed unanimously and the clerk was asked obtain 3 quotations to carry out this work.</p> <p>After a short discussion it was decided to <b>keep the level of reserves at the same level as in 2016/17</b> and so <b>to keep the precept at the same level as last year</b>, and the four previous years, namely £42.24 per Band D equivalent properties (715).</p>	ID
	<p>The motion that the 2017/18 Budget be approved on this basis was proposed by Cllr Hansford, seconded by Cllr Prince and carried unanimously.</p> <p>The chairman kindly proposed a vote of thanks to the clerk, complimenting him on his preparation of the budget and accounts. This was seconded by Cllr Aubrey and carried unanimously.</p>	
909	<p><b><u>TO APPROVE A LETTER OF ENGAGEMENT FOR INTERNAL AUDIT</u></b></p> <p>The clerk explained that in the external audit report, BDO LLP had noted that there was insufficient detail in the engagement letters appointing Lyn Llewellyn as the internal auditor.</p> <p>To address this point the clerk had prepared and tabled a formal letter and schedule of expectations to be sent to Mr Llewellyn with a request for a quotation of fees based on it.</p> <p>Cllr Prince proposed and Cllr White seconded the motion that these documents be approved and sent. This was carried unanimously.</p>	ID
910	<p><b><u>DATE OF NEXT FINANCE MEETING</u></b></p> <p>It was agreed that the next meeting would be on 15th June 2017 after the normal Council Meeting.</p> <p>The meeting closed at 9.25pm</p>	

CHAIRMAN OF THE COMMUNITY COUNCIL:

\_\_\_\_\_ Cllr P Hood-Williams