

Meriden Parish Council

The Centre of England

FINANCE COMMITTEE MEETING

15th January 2018 @ 5.15pm Venue: The Pavilion

Present: Cllr R Weaver, Chair, Cllr M Lee, Cllr M Nunn and Responsible Finance Officer Mrs Barbara Bland (BB).

1. Welcome & Apologies

Chair opened the meeting with no apologies for non-attendance received from Cllr M Haque and Cllr Lynch-Smith. It was noted with three Members the meeting was quorate

2. Minutes of Previous Meeting 13th November 2017

The minutes of November's meeting were agreed as a true record and Members approved the minutes.

IT WAS RESOLVED The minutes of the finance committee meeting of 3th November 2017 were approved, proposed by Cllr M Lee and seconded by Cllr Weaver.

2.1 Matters Arising

Chair advised all matters are covered in agenda.

3. Indicative Precept and 3.5% increase

The precept notice to SMBC had previously been circulated to Members together with SMBC's receipt of acknowledgement and also the $\leq 3\%$ to compensate for 60% reduction in SMBC support grant. This was taken to full council meeting held 18th December 2017 with finance committee recommendation for approval.

4. Budget 2018-19

The amended draft budget was shared with Members in accordance with revisions listed in Minute 13th November 2017 Item 3 Income and Expenditure.

BB advised that a letter from Wright Hassall had been received regarding the outstanding balance of £2,922.50 of time recorded. The question has been asked if we would be happy for WH to invoice £750 plus VAT and disbursements of £4.00 to clear. Both Solicitor and Paralegal who RW and BB met have left and this item has been "sitting" since November 2016! The original invoice that remains unpaid in MPC's accounts is £5725 plus VAT.

Action: BB to write to Andrew Kinsey for advice then respond to WH.

ML asked about Bloom funding set aside from A & A Sponsorship for Memorial Approach. BB confirmed that this remains a restricted item in the budget for the purpose of match funding and MPC contribution to the permanent Poppy Site Memorial.

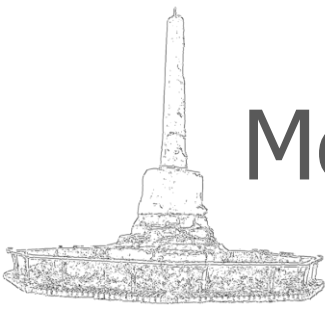
5. Quarter 3 Reconciliation Oct-Dec 2017 – Internal Controls

Members signed off quarter 3 reconciliation checking Barclays Statements against Edge MIS. There were no revisions needed and Members agreed quarter 3

Clerk: Barbara Bland, 55 James Dawson Drive, Millisons Wood, Coventry, CV5 9QJ

T: 01676 522474 **M:** 07767 162423 **E:** barbarablandmpc@btconnect.com

www.meridenparishcouncil.org.uk



Meriden Parish Council

The Centre of England

reconciliation for MPC business and reserve accounts and MSP business account. Any unrepresented items will be cleared in January in readiness for year end.

6. Contractor Review

RW, JB and BB carried our contract reviews this afternoon with:-

Village Groundwork & Parish Planters

All going well; theme for planters is red, white and blue. 6 planters need replacing 2 x green, 2 x Millison's Wood, 1 x Fillongley and 1 x Birmingham Road. BB to obtain quotation from Newlands Bishop and Hubbards. Dates confirmed for Cyclists Memorial of 20th May 2018 and Remembrance Service 11th November 2018. A breakdown of cost per planter was discussed with cost v. number of plants identified.

Parish Street Furniture Maintenance

All problems discussed with good resolution. Monthly cleansing and weekly sweep and litter removal confirmed. Checks to be undertaken for any repairs to factored into new financial year. A couple of noticeboards to be inspected. There will be extra vigilance to the shelters are top of Meriden Hill given public usage with extra cleansing. There is a problem with open/close caretaker consistency given MPC/MSP evening meetings which was not factored into original tender price and has been carried out as goodwill; however it is no longer cost effective with payments of time and half for staff working over their contracted hours. This to be discussed at MSP Director's meeting tomorrow (16th January 2018).

7. Any Other Business

There was no other business.

8. Date of Next Meeting

The next meeting of finance committee will be held on Monday 12th February 2018 at 5.30 pm.

The meeting closed at 18.10.