

ASHURST & COLBURY PARISH COUNCIL

Clerk's Report for Meeting of 21st October 2014.

Finance

Cheques to be signed at the meeting:

Cheque number	1932	Cllr Coaker Recreation Ground expenses	£217.03
	1933	Cllr Marchetti postage expenses	£ 4.77
	1934	S Gale October salary and expenses	£626.23
	1935	Clerk's Home Working Allowance	£18
	1936	Cllr Sopowski expenses	£35.14
		Community group Apple Day	£TBC

NB Clerk's salary calculated by hourly rate x (15 hours x 4 weeks). Any hours worked over and above this will be charged next month.

Bank Reconciliation to 1st October 2014:

Current a/c bank balance	£ 3729.72
Less o/s cheques:	£ 807.14

Interest bearing a/c £43812.76

TOTAL CASHBOOK BALANCE £46735.34

HMRC:

The previous HMRC overpayment was taken into account at the time of the previous Clerk's final salary payment. A P45 has been sent.

Budget:

£7735.72 of the 2014/15 precept budget was spent in the first half of the year (to 30/9/14) and the total precept of £26450 has been received (shown in the balance above.)

A summary is given below for annual and ongoing projects to 30/9/14:

Fete:

Receipts	£3263.92
Payments	£ 623.38
Subtotal	£2640.54
Donation to Air Ambulance	£2000.00 (cheque yet to be cashed)
Balance	£640.54 currently held in reserves.

Magazine:

Receipts	£2214
Payments	£2428.50
Balance	-£214.50

NB There is £3000 in the budget for magazine costs.

Allotments:

Receipts	£530
Payments	£236.51
Balance	£293.49

NB There is £500 in the budget for allotment costs.

Reserves:

It is not clear from the records if any of the Council's reserves have been allocated to any particular projects e.g. next year's fete, playground funds. The Council may wish to discuss this.

Missing receipts to 3/10/14:

HALC mambership	£462	Duplicate requested via email 10/10/14
ICO Data Protection	£35	Duplicate requested via email 10/10/14
Colbury Memorial Hall	£18	
NFDC GIS membership	£100	
SD Playground	£50.40	
Challenger trophies	£40	
Internal audit	£110	Duplicate requested via email 10/10/14

D-day: outstanding invoices

Ocean Brass - festival of remembrance	£500
Catering (FOR)	£300
Sally Arnold- Staples	£79
Staples	£14

Fete: outstanding invoices

Ann Sturgess - Postage	£8
Gratitude gifts	£10
NFDC fete lottery registration	£20
Romsey Cadets	£150
Parking-St Josephs	£50

Please pass these to the clerk.

VAT

A VAT reclaim form has been completed for **£779.71**. This includes payments from 1st April to 30th September.

Expense Claim

An expense claim form has been circulated to be used for all future claims and receipts should be attached.

Councillor Training

The Council should approve the future payment of four Councillors attending the HALC training course "The Knowledge and Core Skills" on the 19th November at a cost of £75 each.

Committee meetings

- All meetings of the Council including committee meetings should be held in public and as such 3 clear days notice of the meeting should be given; the meeting should be called by the clerk.

- Minutes of committee meetings should be approved and signed by it's own committee at the next committee meeting and passed to the Full Council for information. The clerk should hold a copy of the Minutes.
- Any matter can be referred to Full Council for a decision.
- The clerk should usually administer decisions of a Committee meeting, particularly in relation to financial matters.
- The Council's standing orders should specify the number of Councillors required for the meeting to be quorate – usually 3.

Items for the Agenda of the next meeting:

1. Standing Orders – The Council's Standing Orders have not been reviewed since May 2012. The clerk will circulate updated Standing Orders, to include the recent amendment to the Act on recording of Council meetings, before the November meeting for Full Council approval and acceptance.
2. Financial regulations – it is not clear when the Council's Financial Regulations were last reviewed. NALC issued revised Model Financial Regulations in April 2014. These will be circulated and should be considered for approval and acceptance at the next meeting.
3. A financial risk assessment does not appear to be in place. A model financial risk assessment will be circulated via email and the Council should consider its adoption at the next meeting.