**LEICESTER FOREST EAST PARISH COUNCIL**

Minutes of the Finance/Policies/LiFE Committee Meeting held on Wednesday 31st July 2019 in the Reg Neal Meeting Room, Parish Hall, Kings Drive, Leicester Forest East, commencing at 7.00pm.

**Present:** C. Lawrence – Chairman P. Linnett – Vice-Chairman R. Darlison L. Dracup I. Deacon D. di Palma P. Kitchen

 Mrs H E Mann – Clerk to the Parish Council

 Julian Dang – Councillor David di Palma’s support worker

**Fin 19.06 (a) To elect a Chairman** – Councillor Darlison proposed Councillor Lawrence, Councillor Dracup seconded. Carried.

**(b) To elect a Vice-Chairman** – Councillor Lawrence proposed Councillor Linnett, Councillor Dracup seconded. Carried.

**(c) To Receive Apologies for Absence** – Apologies were received fromCouncillor Fox.

**Fin 19.07 To Receive Disclosures of Interest in Accordance with the Code of Conduct** – None.

**Fin 19.08 To Receive July’s Second Order Paper for Approval** – Councillor Linnett proposed to accept the Order Paper, Councillor Kitchen seconded. Carried.

**Fin 19.09 To Adjourn the meeting to Receive Questions form the Public** – None.

**Fin 19**.**10 To Confirm the Minutes of the Finance/Policies/LiFE Committee Meeting on 08/01/2019 are a true copy** – Councillor Kitchen proposed, Councillor Linnett seconded. Carried.

**Fin 19.11** **To Discuss the Autumn edition of LiFE Magazine** – Councillor Linnett explained that the next edition of LiFE magazine is due in the Autumn. The Council agreed to aim for 1st October to have the magazine published. Councillor Linnett agreed to write the Chairman’s report for inclusion in the magazine. Additionally, Councillor Linnett suggested putting a monthly Parish Council article in ‘Your Local’ magazine as this magazine is published more regularly than LiFE. *Clerk to action.*

**Fin 19.12 To Discuss a Proposed Macmillan Coffee Morning and Charity Donation** – The Clerk explained that the Premises Officer would like a hold a Macmillan Coffee Morning at the Parish Hall in late September. The Council unanimously agreed to offer usage of the hall for free. Additionally, the Clerk had been contacted about a 9-year-old boy who is shaving his head in aid of Macmillan. Councillor Linnett asked the Clerk to contact the family of the boy to explain that all donations received from the forthcoming Ratby Brass Band concert will be donated to Macmillan. *Clerk to action.*

Councillor Deacon arrived at 7.20pm

**Fin 19.13 To Discuss a Pension refund from LCC Pensions** – Councillor Lawrence asked the Clerk to add this item on to the next Finance Committee Agenda.

**Fin 19.14 To discuss the Proposed purchase of a cupboard for the Committee Room** - Councillor Darlison proposed, Councillor Kitchen seconded. Carried. *Clerk to action.*

**Fin 19.15 To discuss Quotes from the three Proposed Payroll Providers** – The Council discussed the quotes and concluded T P Jones was the best option as the prices was reasonable and they are the only provider who will pay the Council’s staff via a BACs payment. Councillor Linnett proposed, Councillor Kitchen seconded. Carried. *Clerk to action.*

**Fin 19**.**16 To discuss Quotes from the three Proposed Accounts Package Providers** – The Clerk explained the three quotes to the Council. Councillor Darlison asked if any of the packages had been recommended by another Parish Council and Councillor Lawrence explained that Rialtas had been recommended by Groby Parish Council due to their excellent training and support. Councillor Dracup asked if money had been set aside in the budget for the new Payroll Provider and Accounts Package. Councillor Lawrence explained that a figure of £5,000 had been allocated in the budget as ‘contingency monies’ and would cover payments to both providers and it was unanimously agreed that use of the contingency budget to finance the update of the accounting and booking systems was appropriate. Councillor Linnett proposed having Rialtas as the Parish Council’s accounts and facilities booking system, Councillor Kitchen seconded. Carried. *Clerk to action.*

**Fin 19.17 To discuss Internet Banking** – Councillor Lawrence explained that she had started to complete the forms necessary to set up online banking with Unity Trust. She said that Council needed to consider what powers each Councillor and the Clerk should have in regard to Internet Banking. The Council unanimously agreed that the Clerk should have the power to view the account and submit only and that all Councillors would have approval authority on the account with two approvers required for each transaction. Therefore, the Clerk will input the payments but they won’t actually be released until two Councillors authorise them. Councillor Linnett proposed having one Councillor as submitter alongside the Clerk. Councillor Linnett proposed Councillor Lawrence as the additional submitter and Councillor Deacon seconded. Carried.

Councillor Lawrence asked all Councillors to complete a form with various personal details. These details are required by Unity Trust in order to set the Councillors up as signatories. The Councillors duly completed the form.

The Council unanimously agreed to the following with regard to banking arrangements at HSBC.

1. To keep both HSBC accounts open until internet banking is fully operational, at which time one of the accounts may no longer be required.
2. All Councillors should be added as signatories to the HSBC accounts.
3. The Clerk to be given administrator access to the HSBC accounts.

**Fin 19.18 To discuss changes to Financial Risk Assessment/Financial Regulation** – Councillor Lawrence explained that once internet banking has been set up, the Parish Council’s procedures will need to be reviewed and updated. Also, the financial regulations may need to be amended to reflect the payroll provider, accounts package providers and introduction of internet banking.

**Fin 19**.**19 To propose allocation of earmarked reserves** – Councillor Lawrence explained that our Financial Policy states general reserves should equate to approximately 50% of the value of the annual precept and the remainder should be held in earmarked reserves. Our 2019/20 budget shows £20,000 earmarked for community development, £15,000 earmarked for play surfacing and £3,450 earmarked for the MVAS. Councillor Dracup suggested earmarking additional reserves for an extension to the Parish Hall due to the growing size of the Parish and Councillor Darlison suggested adding an extra storage room to the Parish Hall. Councillor Lawrence explained that if funds are earmarked for specific projects and a decision is taken subsequently that the reserve is to be used elsewhere, it would need to be formally approved by Council. Councillor Linnett suggested that the allocation of such reserves be put on the agenda for the next Parks and Hall Committee meeting.

**Fin 19**.**20 To review the bank reconciliation and management accounts** – Councillor Dracup asked why the income figure for hall hire had reduced and Councillor Lawrence explained there had been a delay in invoicing the regular hirers between the old Clerk leaving and the new Clerk starting. This also affected the expenditure, in particular, the hanging baskets were ordered late and were therefore invoiced late and so an element of ‘catch up’ with the budget could be expected next quarter.

The Council thanked Councillor Lawrence for all her hard work on the finances.

The next meeting was agreed for Wednesday 23rd October 2019 at 7.00pm.

The Meeting closed at 8.26pm