



HELMDON PARISH COUNCIL



MINUTES

of the meeting of the Finance Committee of Helmdon Parish Council, held in the Committee Room at the Reading Room, Church Street, Helmdon on **Wednesday 9th November, 2016.**

PRESENT: Cllrs Coatsworth (Chair), Moody, Garner, Thorpe and the Clerk

IN ATTENDANCE: 0 members of the public attended

1. Apologies

Apologies were received and accepted from Cllrs Hart and Vicars

2. Declarations of Interest

None

3. Approval and signature of the minutes from the meeting on 11th May, 2016

The minutes were approved with no amendments and signed by the Chairman.

4. Matters arising

There were no matters arising

5. Open Forum

There were no members of public in attendance

6. To consider the preferred 3 options for the Village of the Year prize money.

The clerk presented a top line summary of costs for the 3 options with the most votes from Councillors: a flag pole, a new bench and a village sign (see appendix A). After some consideration it was proposed to recommend the purchase of a flag pole and either moving the existing bench on Jenner's Piece to the side of Wappenham Road where the pavement runs, or purchase a 2nd bench. The suggestion of a village sign was discounted due to costs. It was agreed that both purchases required further investigation before a final decision could be made.

The popular suggestion for dog waste bins was discussed and it was agreed to consider this when planning for the 2017/18 Budget.

Action: The Clerk to provide an example of a flag pole policy. **Cllr Moody** to advertise for interest in the position of flag warden on www.helmdon.com.

7. To confirm the 2017/18 grass cutting tender

The existing tender document was updated.

The need for a rough cut of the verges was questioned as it is believed that this is a responsibility of NCC. It was agreed to contact NCC to ask for details of their mowing schedule – if it is twice a year then it was agreed to remove the rough cut from the tender. **Action: The Clerk** to contact NCC.

It was agreed that Councillors would show any potential new suppliers around the village if required rather than the Clerk.

Cllr Moody agreed to create a map of the village which indicates the areas in question which would be added to the tender document. **Action: Cllr Moody** to create the grass cutting map. The cutting of the access way to the allotment was discussed. It was agreed to include this within the main body of the tender document rather than as a separate quote. Once a final supplier has been agreed, they will be asked to provide the fee for this particular piece of

work, so that the cost can then be included in the April 2017 rental agreements for each plot holder.

It was agreed that once a supplier had been selected they would be instructed formally in writing and a contract of work between both parties would be drawn up.

8. To receive an update from the Clerk on the Parish Council's Workplace Pension responsibilities

The Clerk confirmed that they had contacted The Pensions Regulator to confirm the Parish Council's responsibilities. The Parish Council has a staging date of October 2017 but at present no employee is paid above the minimum threshold that requires a workplace pension to be provided. This situation should be reviewed again in July 2017.

9. To approve the 2015/16 VAT return

The Clerk presented the expenditure that would be submitted for VAT reclaim (see appendix B) and it was approved by all. **Action: The Clerk** to submit the 2015/16 VAT return.

10. To review the 2016/17 budget plan

The budget planning process that was used for 2016/17 was reviewed and it was agreed that it had been effective and accurate and should be used again for the 2017/18 budget plan. It was decided to create a separate section of the budget sheet to include all the funds set aside to come from grants. **Action: The Clerk** to update the budget spreadsheet to keep grant funding separate from actual spend.

11. Preliminary consideration of the 2017/18 budget

The estimated end of year figures were reviewed. It was agreed that the council should make the completion of already planned projects the focus of 2017/18. The Clerk was asked to include consideration of the following costs when drafting the budget: dog waste bins, speed radar, re-treating the noticeboards, water pump at the allotments

The Clerk will contact both the Footpath and Tree Wardens to ask for possible costs from them for next financial year. **Action: The Clerk** to contact the Footpath and Tree Wardens.

12. Close

There being no further business, the Chairman declared the meeting closed at 9.25pm.

The next meeting of the Finance Committee will be at 8pm Monday 16th January, 2017

Signed _____
Cllr John Coatsworth, Chairman

Date _____

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Appendix A – Village of the Year prize money costings

	Supplier	Costs	Considerations
Flag Poles	www.flagsandflagpoles.co.uk	£140 exc VAT for 6m aluminium pole, inside ropes, no installation flags £30	ropes inside or outside the flagpole installation into hard or soft ground type of pole: alluminium, plastic, wooden
	www.flagpoles.co.uk (Harrison EDS)	£265 exc VAT for 6m heavy duty pole, inside ropes £327 exc installation into earth/clay	installation costs height
Bench	www.broxap.com	teak: £300-500 exc vat wood/iron: £600 exc vat	wooden or wooden/cast iron installation engraved plaque?
	www.gardenbenches.co.uk	teak: £300-500 exc vat	classic or modern
Sign	www.villagesignpeople.co.uk	£1,900 - £3,900 exc vat	type: cast aluminum, hand carved, pierced metal, plastic installation design

Three further suggestions were made after voting:

Tidy up the village entrances e.g fix the Wappenham Road sign

Extend the railings outside The Old School house further along towards Church Street

Put up a plaque or notice celebrating the old yew tree in the Churchyard

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Appendix B – proposed VAT calculations for 2015/16

Invoice and VAT charges for 2015/16										
Section 33 of Value Added Tax act 1994:										
A Parish Council can only claim back VAT if they have a) placed the order b) received the supply and c) paid the invoice from their own funds.										
All invoices must be made out to the Parish Council.										
						total	cost exc VAT	VAT charges	VAT reclaim	
07-Dec-15	1430231	26-Sep-15	BACS	BDO LLP	External Audit	120.00	100.00	20.00	20.00	
27-Jul-15	3844	30-Apr-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
27-Jul-15	3858	11-Jun-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
27-Jul-15	3870	26-Jun-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
27-Jul-15	3886	30-Jul-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
12-Oct-15	3904	21-8-115	300053	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
07-Dec-15	3924	29-Sep-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
07-Dec-15	3943	24-Oct-15	BACS	Brown and Barden	Grass Cutting	234.85	195.71	39.14	39.14	
27-Jul-15	H1146D590C	01-Apr-15	BACS	E.On	Electricity	156.81	149.34	7.47	7.47	
27-Jul-15	H11AD697EE	09-Jul-15	BACS	E.On	Electricity	478.22	398.52	79.70	79.70	charged at 20%
29-Jan-16	H1263E544A	01-Jan-16	BACS	E.On	Electricity	216.39	206.14	10.25	10.25	
07-Dec-15	059528	09-Oct-15	BACS	E.On	Electricity Repairs	56.33	46.94	9.39	0.00	missing invoice
08-Oct-15	049914	24-Sept 14	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
08-Oct-15	054273	25-Mar-15	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
08-Oct-15	056162	09-Jun-15	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
08-Oct-15	058621	11-Sep-15	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
29-Jan-16	061029	03-Dec-15	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
29-Mar-16	063620	19-Mar-16	BACS	E.On	Lighting Maintenance	124.93	104.11	20.82	20.82	
07-Dec-15		24-Nov-15	BACS	H du Bois	Office expenses	40.74	37.79	2.95	0.00	
29-Mar-16		16-Mar-16	BACS	H du Bois	Office Expenses	55.99	54.36	1.63	0.00	
07-Oct-15	07888	27-Jul-15	300052	Linnell Bros	General Maintenance (Bark)	456.00	380.00	76.00	76.00	
08-Oct-15	POL-2015-02101	31-Aug-15	BACS	Parish Online	Mapping Subs	33.60	28.00	5.60	5.60	
27-Jul-15	017557	01-Jul-15	BACS	Playsafety Ltd	Playground Inspection	78.00	65.00	13.00	13.00	
12-Oct-15		22-Sep-15	300056	S Lidgley	Bulbs	62.48	52.07	7.41	0.00	till receipt
Totals						£4,148.09	£3,512.79	£632.30	£610.92	