

Pool-in-Wharfedale Parish Council

Minutes of the meeting of Pool-in-Wharfedale Parish Council Finance Committee held at Old Pool Bank Village Hall, Quarry Farm Road, Pool in Wharfedale on Monday 21st November 2016 at 6.00pm.

Present: Councillor Morris in the Chair and Cllrs Bearpark and Rowling.

In attendance: Parish Clerk J.Ryan

FC2016/196 Public Participation

No members of the public were present.

FC2016/197 To accept apologies for absence.

Apologies for absence were received from Councillor Lee.

FC2016/198 To receive any declarations of personal and prejudicial interests in items on the agenda.

The clerk asked councillors to note that DCLG guidance in relation to dispensations allowed them to participate in council business connected with council tax. " Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support".

FC2016/199 To approve the minutes of the Meeting held on the 10th October 2016.

The minutes of the meeting held on the 10th October 2016 were approved by Finance Committee proposed by Councillor Bearpark and seconded by Councillor Rowling.

FC2016/200 To receive information arising from the minutes that is not listed elsewhere on the agenda.

Councillors noted that research regarding Community Assets was ongoing.

FC2016/201 To receive a position statement on the Budget for 2016/17, including income and expenditure forecasts.

The clerk spoke to the report circulated on the projected outturn figures for 2016/17. Small overspends were likely on a number of votes that would be offset by underspends on other votes. The main overspend to note was expenditure on the Greenway of £5,000 this expenditure is due to be funded from the Special Projects Fund. The 2016/17 budget will show this and any other overspend above the income received. The Committee are asked to note an addendum to the final budget to this effect.

A grant application is still to be heard by the West North West Community Committee which may bring in some additional income.

FC2016/202 To review the Council's Five Year Financial Plan.

After some discussion the Finance Committee reaffirmed its commitment to the Five Year Plan.

FC2016/203 To discuss and make recommendations to Council on the Budget for 2017/18.

The Key Principles for setting the budget were agreed as

- To seek to maintain a balanced budget, without an increase in the precept, to fund ongoing recurrent expenditure

- To recognise that there was no reasonable expectation of being able to achieve any substantive increase to the Council's other sources of income
- That the Council should set a minimum general balances requirement equivalent to 50% of annual net expenditure, placing balances above that in a Special Projects Fund to allow funding to be made available (if required) for specified, non-recurrent (one-off or time limited) priorities such as the Wharfedale Greenway and Neighbourhood Planning.

The Finance Committee agreed proposed by Councillor Rowling and seconded by Councillor Bearpark that for 2017-18 the budget will

- Build in the increased salary costs and cessation of payments by the RGMC
- Reduce the Section 137 Grants Budget by £900.00 (to £3,600) to offset the loss of income from RGMC (reflecting that the Council is effectively making part of its agreed financial contribution to the RGMC by foregoing the income rather than by way of grant.
- Reflects the ending of the loan repayments for the traffic calming works
- Provides for £2,000 towards the Greenway and £1,000 for Neighbourhood Planning, recognising that any costs beyond that would need to be funded from the Special Projects Fund.
- Maintains most other budget heads at their forecast existing cash levels, with minor adjustments on certain budgets.
- Builds in an increase in the wages budget as further increases in salaries have already been agreed for next year
- Show a downward adjustment in come from VAT as levels to reclaim at the moment are well below last year.

It was proposed by Councillor Morris and seconded by Councillor Bearpark that these recommendations agreed and be put to the next Council Meeting for final approval.

FC2016/204 To receive an update on progress towards the inspection for the Quality Award.

The Clerk circulated a paper showing progress on meeting the requirements for the Foundation and Quality Awards. Work will continue to prepare the council for the inspection which is likely to be applied for in the new year. It was noted however, that because the council did not have two thirds of its councillors elected at the last election it will not meet one of the criteria for the quality award.

Councillors noted the report.

FC2016/205 To review the Council's Risk Assessment.

Councillors reviewed the Risk Assessment last updated in 2015-16, no amendments were proposed.

FC2016/206 To undertake the Internal Control Review of the Council's Financial Records.

Councillors adjourned the meeting to undertake the review. The Council's cash book, invoices, cheques for 2016-17 and Audit File for 2015-16 were reviewed. Invoices were traced back to cheques and bank statements and vice versa. A check list of items to reviewed was considered and found to be satisfactory. Finance Committee Members approved the Internal Control Audit.

FC2016/207 Date and time of next meeting.

To be arranged.

Meeting closed at 8.05 pm.