

**MINUTES OF THE FINANCE COMMITTEE MEETING
OF HEPTONSTALL PARISH COUNCIL**

HELD AT HEBDEN BRIDGE TOWN HALL, 16 JANUARY 2017

Present : Councillors Dr J R Dunford (Chairman) J Crowther N James
M V Edwards J Scarborough (substituting for K Roberts)

Prior to the commencement of the meeting presentations were made to the Committee members by the following organisations, each of whom had made a claim for funding assistance greater than £250 :

- *Heptonstall Social & Bowling Club – Tony Greenwood (Treasurer), Ray Melling & George Rowlands – who advised members further developmental needs of installing new toilets (both men and women) as well as a new kitchen. Estimated costs = £19,500. Grant requested = £4,000.*
- *Heptonstall Bowling Club – Ian Gordon (Bowling Green Maintenance) – who explained confirmed the need for a first class playing surface and what this entails as regards the use of equipment. He described the future projection for equipment upgrades and confirmed that all work done was on a voluntary basis with all players not only paying affiliation and match fees but also monies for the green's upkeep for every game played. A new mower is required at a cost of £4,500 and is seeking a Grant of £2,000 towards this.*
- *Heptonstall Village Team – Jacky Kelly (Secretary) seeking a Grant of £1,500*
- *Richard Naylor Charities – No attendee*
- *Heptonstall Exhibitions – No attendee*

158/16 APOLOGIES OF ABSENCE

Councillor J Scarborough substituting for Councillor Roberts.

Councillor Dunford volunteered to take notes in the absence of The Clerk who apologised for his absence following a hastily arranged operation.

159/16 DECLARATIONS OF INTEREST

No interests were declared.

160/16 RECEIPT OF FINANCIAL REPORT TO 31/12/16

The Financial Report for the nine months to 31 December 2016 had received approval by Full Council on 9 January 2017, but was made available at this meeting to help with the budgetary projections.

161/16 CONTRIBUTION TOWARDS NEIGHBOURHOOD PLANNING EXPENDITURE

Approval had already been made to provide a proportionate contribution towards the costs of the Neighbourhood Plan.

It was reported that each Parish Council had been advised of the figure.

As a consequence it was resolved to make provision for such expenditure in the sum of £300.

162/16 EXCLUSION OF PRESS AND PUBLIC

In view of the confidential nature of the business to be transacted it was resolved that, in the public interest that, should further public attend, the press and public be temporarily excluded from the meeting in accordance with Standing Order no. 1(c).

163/16 RECOMPENSE FOR INTERNAL AUDIT SERVICE

It was agreed that subject to further talks between The Clerk and Margaret Morgan a contribution equal to that given in the past to Margaret should be given to a charity of her choice.

164/16 ACTIONS ARISING FROM STAFFING COMMITTEE MEETING HELD 16 JANUARY 2017

It was resolved :

- To pursue the setting up an Appraisal regime. (The Chairman to discuss with The Clerk, and Councillor Dunford to obtain information from Yorkshire Local Councils Associations.)
- That the Clerk's weekly hours be recommended to Full Council to be increased from 9.5 to 10.5.

165/16 BUDGET ESTIMATES FOR 2017/18

The supplied documents and notes were scrutinised, the anticipated position at 31 March 2017 was approved, and the opportunity for questions was taken.

As a consequence it was resolved to recommend the following to Full Council :

- **Clerk's Salary** : for the number of paid hours to increase to 10.5 per week, the salary to be included in the budget to be in the sum of **£6,430 for 2017/18** following the anticipated national increase of **1%** from 1 April 2017
- **Chairman's Allowance** : **£720.**
- **Grants** recommended for allocation :
- **Royal British Legion** : Wreath + donation : **£100**
- **Heptonstall Social & Bowling Club** : Parking Provision **£250.**
- **Heptonstall Social & Bowling Club** : Contribution to developmental work. Approval for a Grant of **£4,000 on a draw down basis** against receipt of copies of invoices for completed work, and subject to the Treasurer submitting a half-yearly summary report on Heptonstall Community use including revenue.

- **Heptonstall Bowling Club** : Contribution to new **mower £2,000.**
- **Heptonstall Village Team** : **£1,500**
- **Heptonstall Lights & Planting Group** for Xmas Tree insurance **£200**
- **Pennine Spring Music** : **£250** for sponsorship of youth activity
- **Contingency provision £1500**
- **Subscriptions** were approved in accordance with the list provided by The Clerk : **£620**
- **Insurance** : Reviews of regalia values (May 2012) and Personal Accident (increasing age limit provision from 75 to 85 for one member w.e.f. 1 December 2009) recognised. Recommend revaluation of regalia prior to insurance renewal on 1 June 2012 – Chairman’s Badge of Office £3350, Chairman’s Consort Badge of Office £315. (index linked therefrom).
Fidelity Guarantee increased to £250,000.
Third year of a 3 year lock-in deal.

It was agreed to ask The Clerk to clarify the situation on the insurance of his work computer.

- **Investment Strategy** : to continue with investment policy as at present (invest surplus funds in renewable 6 month Term Deposit).
- Allocation to **Computer Reserve of £200** (making £804) and **nil to Elections Reserve** (keep at £3,000)

166/16 SUBSUMING OF SPECIFIC EXPENDITURE ALLOCATIONS

It was resolved to recommend that the balance of the Traffic, Parking & Road Safety monies, and from the returned unspent Grant from Heptonstall Forward be subsumed in the budget under the ‘Traffic and Car Parking’ head

167/16 PRECEPT 2017/18

It was resolved to recommend a Precept and request the sum of **£16,700** (in addition to the two grants allocated to the Council of £952 + £1,300 making a total of £18,952).

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(Chairman)

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(Date)