

BURTON BRADSTOCK PARISH COUNCIL

Minutes of the Finance Meeting held on Thursday 27th March 2008 at 6.30pm in the Reading Room
Burton Bradstock.

Present: Cllrs A Mackie, D Batten (Left 7.50pm), D Venn, S Pett, E Ripley, C Hughes (RFO). No members of the public present.

1. Apologies: None

2. Declarations of Interest: None

3. Minutes of previous meeting: The minutes of the previous meeting and the meeting of 29th November 2007 were approved and signed by the Chairman as a true record.

4. Matters Arising:

- Cllr Dixon has been into the bank with ID; new mandate is now in force.
- Still awaiting the money for Section 106 money from the Mill Street Development. RFO is waiting to hear back from Lisa Camp at WDDC, to get a figure to be able to include in end of year accounts.
- Check with Clerk situation regarding a Service Contract with ABS Wastewater for the pumps at the Hive Beach Toilets.
- Money from High Interest account can be transferred after the 7th April 2008 into current account to enable the National Trust bill to be paid.

5. Correspondence:

- Letter from David Upshall regarding how often Electric Check needs to be done on the Post Office. Norwich Union sent back a Hard Facts Sheet, which was passed to Cllr A Mackie.
- Phone call from Eugene Barnes WDDC, the hand wash element on the water bill for Hive Beach Toilets, covers the service contract for the units and not the cleaning.
- Letter from Ian Green confirming hire of Reading Room every Thursday and Evening. Mr Green concerned about level of interruptions. Agreed to bring up at next meeting to make all Cllrs aware of the booking.

6. Petty Cash: Agreed to pay in balance of Petty Cash.

7. Pension: A meeting is arranged for 1st April 2008 at HSBC bank, Cllr M Southgate, A Mackie, Clerk and RFO to attend, to set up Stakeholder Pension. Money set aside in Bank Account for Clerks Pension to be paid in, as well as 4% of Clerk & RFO salary for the year. Confirmed that employees of the Car Park are to be notified of the Stakeholder Pension if they wish to take one out, but there are no contributions made by the Parish Council.

8. Pay Scales: Cllr Mackie has received the completed forms back to be sent to the DAPTC.

9. Accounts Ledger: As from 1st April monthly accounts to completed on spreadsheets. Forecast to be produced quarterly against budget. Monthly statement to be sent to Cllr's prior to meetings, with balances and payment to be ratified. Agreed to look at possibility of paying Car Park staff prior to monthly Council Meeting.

10. Car Park:

- James Meadow from the National Trust has not replied yet as to their intentions.
- Spreadsheet to be completed weekly to show costing of the car park over the year.
- Due to Easter being early this year several members of staff need to be employed from March.

11. Library:

- Friends of the Library asked the Parish Council if donations could be paid into the Parish Council Bank. Suggest to the Friends of the Library would be more appropriate for them to open a Bank Account from the offset.
- A Business plan has been created by the DCC. At a meeting attended by DCC, Bob Hines, Cllr M Southgate and A Mackie, DCC said it would pay for full building survey. This has now been taken to a Cabinet Meeting for approval, awaiting answer. Still on track for the Parish Council to take over the building as an asset and lease to the Friends of the Library.

12. **Asset Register:** Councillors to be given a copy of register so far to help with valuations.

13. **Post Office:** Figures requested at previous meeting of Income and Expenditure for the Post Office over the last couple of years.

Expenditure 06 – 07		Expenditure 07 – 08	
Munro & Sons	£ 1450.00	Electoral Role	£ 15.00
A P Chant	£ 115.40	P J Rice	£ 4550.00
David Upshall	£ 505.98	Milne & Lyall	£ 500.00
		Nantes	£ 577.50
		David Upshall	£ 540.80
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	£ 2071.38		£ 6183.30
Income 06 – 07	£ 913.93	Income 07 – 08	£ 2400.00

Agreed to wait until outcome of Post Office closures, to review Post Office and arrange a meeting with the Village Society.

14. AGM:

- Copies of draft Balance Sheet, Income & Expenditure & Debtors/Creditors approved for presentation at the AGM.
- Agreed for all Councillors to be given a copy at next Parish Council Meeting, prior to AGM.

15. Review of Finance Committee:

- Generally working well
- Issues seem to be discussed in more depth, when discussed by a smaller committee.
- Vice Chair and Chair could be given a specific sub-committee to sit on

16. A.O.B:

- Clerk has removed Old Dog bins and is storing them. Cllr S Pett concerned if the new bins will be emptied often enough during the summer.
- Severance payment for M Fearon, due to possible loss of job if Car Park taken over by National Trust. Need to investigate situation when negotiations with National Trust are under way as not known if covered under transfer of undertakings.

17. **Date of Next Meeting:** Monday 23rd June 6.30pm.

18. **Democratic Half Hour:** No members of the public present.