

**REPORT OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 28th AUGUST 2007 AT OLD MILL HALL, GROVE**

Present: Cllr F D Parnell (Chairman)
Cllr W Evans (Vice-Chairman)
Cllr W R Ackers
Cllr S K Dexter
Cllr P L Hadcroft
Cllr A Harker
Cllr J E Nunn-Price

Clerk: Mr G M Mundy

1 Apologies for absence

Apologies for absence were received from Cllrs D M Hadcroft and J M Stock.

2 Declarations of Personal and Prejudicial Interests in respect of items on the agenda for this meeting.

Cllr Dexter declared an interest in item 6 b).

3 Sign report of committee meeting held 17th July 2007

It was **MOVED** the chairman and **RESOLVED** unanimously....

“...that the report be signed as a true record of the meeting”.

4 Matters arising from the report of the meeting held on 17th July 2007

- a) Item 4 d) – Employment of a weekend litter warden – The clerk informed the committee that, so far, only one candidate, Mr Ring of Grove, had expressed an interest in the job vacancy. The closing date for applications was the end of September.
- b) Item 8 - Hand driers for Old Mill Hall – The clerk informed the committee that he had accepted a quotation from PK Electrics to supply and install three electric hand driers in the toilets within Old Mill Hall.

5 Reports from representatives of the following outside bodies

- a) Oxfordshire Association of Local Councils – The chairman reported that he had attended the mid-term AGM in June.
- b) Wantage, Grove & District Twinning Association – Cllr Nunn-Price informed the committee that the German group visit from Seesen had taken place from 20th to 27th July. The next German group meeting was to take place next week. The next French group meeting was scheduled for the end of September. She also informed the committee that various fund raising events were taking place.

6 Old Mill Hall matters

- a) Minutes of the AGM and first meeting held on 18th July 2007 – From the minutes it was noted that they wanted to include the hall web pages with the councils. This was agreed in principle and the Chairman offered to discuss the requirements, and how it might be implemented, with the committee chairman.
- b) Audited accounts of the Old Mill Hall Management Committee 2006/07 – The account sheet was noted.

Parnell

7 Millbrook School car park

There was nothing to report.

8 Council's reserves policy

Cllr Dexter stated that the policy would enable members to agree future budgets and make life simpler in the process. The target reserve of 33.3% of the precept was not expected to be met within the first year and could take two or more years to be reached. It was generally agreed to amend the draft policy as follows:

Specific Reserves: Specific reserves are set up to provide for future known expenditure within the next five years (eg replacement of equipment) based upon reasonable expectations of the replacement value. However this can change to meet the needs of the Council.

General Reserves: General reserves are to be built up so as to be equivalent to 33.3% (four months income) of the annual precept within that current year to provide contingency funds to allow the Parish Council to perform its duties and responsibilities. These general reserves are split between the various committee of the Council.

Clerk The clerk was asked to send the amended draft policy to the internal auditor for his comments.

It was **MOVED** the chairman, **SECONDED** Cllr Hadcroft and **RESOLVED** unanimously

Clerk **“to recommend to full Council that the reserves policy as amended and subject to the internal auditor’s comments, be adopted into the council’s financial regulations.”**

9 Millennium Building fund and Grove Cricket Club accounts

Clerk The chairman reminded those present that the Millennium Building fund had been set up by representatives of the parish council, sports clubs and scout groups. Each group paid a contribution to the fund set up to build a sport/community facility at the recreation ground. The project never got off the ground but the account had been held by the parish council ever since. The clerk was asked to obtain the files of the Millennium Building fund from archives and make enquiries with Lloyds TSB to ascertain the signatories. It was generally agreed that once the monies from account are in the Councils’ accounts then those parties involved that are still in existence will be reimbursed their stake.

Clerk Grove Cricket Club folded several years ago and the accounts were handed over to the parish council in the hope that if it ever reformed, the monies accrued could be passed back to the club. The clerk was asked to obtain the club’s files from archives and make enquiries with Lloyds TSB to ascertain the signatories.

It was **MOVED** Cllr Ackers, **SECONDED** Cllr P Hadcroft and **RESOLVED** unanimously

Clerk **“to give the Grove Cricket Club roller to Begbroke Cricket Club and to place all monies from the account into the council’s grants budget, subject to bank requirements.”**

10 Committee objectives

The following committee objectives were agreed.

- To achieve the council reserves policy by 31st March 2011.
- To achieve committee expenditure within budget.
- To ensure appropriate training needs for staff and councillors are met.

11 Formation of sub committee to review the council’s Standing Orders

The chairman, vice-chairman and Cllr P Hadcroft agreed to form a sub-committee to review and discuss council Standing Orders.

Cllr Nunn-Price said that the NALC provided a model Standing Orders on its web site.

12 Budget timetable

The chairman requested that all committee's objectives should be agreed during the next cycle of meetings. Also that committee chairmen and the clerk should initially prepare a budget ready for the budget cycle starting with the Environmental Services committee on 30th October 2007.

13 Health & Safety Officer's report

No report was given due to the Health and Safety Advisor being on annual leave.

14 Chairman's urgent communications

There were no urgent communications.

15 General Correspondence

A letter of thanks for the grant of £500 given to the IAC was noted.

The meeting closed at 8.48 pm

Confirmed 9th October 2007

Chairman