



SUNNINGDALE PARISH COUNCIL

Minutes of the meeting of the Finance Committee Tuesday 2nd May 2019

At 8:30am at the Pavilion, Broomhall Lane

Agenda Item – Part I		Actions																													
FC1 / 2019	Attendance: Cllr Booth (Chairman), Cllr Buxton, Cllr Jacklin Apologies: Cllr Pike In Attendance: R Davies (Clerk and RFO)																														
FC2 / 2019	<p>The committee reviewed and approved the minutes of the meeting 5th March 2019 Actions arising from the minutes were as follows:</p> <ol style="list-style-type: none"> The action taken by Cllr Pike in October 2018 to bring forward options for Council investments was removed due to lack of action. The committee discussed the options as known to the Clerk and Chairman of Nationwide Business Savers and Goldman Sachs respectively and agreed to bring these back to the next finance committee meeting on the 4th June to review and incorporate into an Investment Statement for council. The library provision option is on hold until after the election and will be reviewed after the 2nd May. The committee expects to review the funding options to be detailed by RBWM officers to advise council on the potential contribution. Cllr Booth requested the action to review the Financial Regulations in relation to the new Standing Orders to be carried forward. The committee approved this request. It was also discussed that the regulations should review the options of electronic payments to the council. It was agreed that this would be added to the next agenda to review and that the Clerk would provide costings and merchant information for this. 	Clerk Cllr Booth	Cllr Booth Clerk																												
FC3 / 2019	The committee reviewed the budget report ending 31st March 2019 and noted the additional income and underspend in year resulting in the requirement to review EMR transfers prior to closing the year end accounts.																														
FC4 / 2019	<p>The committee reviewed the proposed EMR transfers and after discussion approved the following:</p> <table border="1"> <thead> <tr> <th>Further EMR Transfers Proposed</th> <th>Comments</th> <th>Transfers from EMR - £s</th> <th>Transfers to EMR - £s</th> </tr> </thead> <tbody> <tr> <td>101 Election</td> <td></td> <td></td> <td>2,000</td> </tr> <tr> <td>901 Parish Office Project</td> <td>Remaining costs within budget</td> <td></td> <td>1,489</td> </tr> <tr> <td>901 Community Room Project</td> <td>Remaining costs within budget</td> <td></td> <td>459</td> </tr> <tr> <td>202 Equipment Maintenance</td> <td>Grounds equipment serviced March but invoiced in April</td> <td></td> <td>1,057</td> </tr> <tr> <td>101 Tax Equalisation Grant</td> <td>Paid by RBWM at the end of March for the budget year 2019 20</td> <td></td> <td>2,491</td> </tr> <tr> <td>202 Van</td> <td>Service and MOT in March and not yet invoiced</td> <td></td> <td>450</td> </tr> </tbody> </table>	Further EMR Transfers Proposed	Comments	Transfers from EMR - £s	Transfers to EMR - £s	101 Election			2,000	901 Parish Office Project	Remaining costs within budget		1,489	901 Community Room Project	Remaining costs within budget		459	202 Equipment Maintenance	Grounds equipment serviced March but invoiced in April		1,057	101 Tax Equalisation Grant	Paid by RBWM at the end of March for the budget year 2019 20		2,491	202 Van	Service and MOT in March and not yet invoiced		450		
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	101 Web	Compliance regulations – W3C required by Sept 2020		1,250	
	101 CILCA	Application made, not invoiced		450	
	202 Playground Maintenance	H&S requirement to jet wash soft pour surfaces		500	
	203 Cemetery Maintenance	Requirement to remove moss from pathways for safety		1,000	
	304 Christmas Lights	Repair for our lights circa £2500 against value of £19,970		2,500	
	901 Village Hall	Provision for old building repairs and movement of trust		1,120	
	Total Movements			14,766	
	Cllr Booth requested the Clerk / RFO confirm the status of the EMR transfer of £1,671 to the Village Hall already made in the year end transfers as this is not included in the EMR transfer balance as detailed on the budget report.				Clerk / RFO
FC5 / 2019	The committee discussed the review of the Risk Register and agreed the following actions: 1. Clerk to update the relevant policy dates and totals 2. All committee to review the register to determine additional items and bring to the meeting on the 4 th June 2019 in order to consolidate into the risk register 3. Committee will then review the rating of the risks in the September finance committee meeting				Clerk All Committee All Committee
FC6 / 2019	Other information 1. The Clerk updated the committee on the requirement of council to conform to the Local Government Transparency Code 2015 being a council with over £200,000 income or expenditure. The first report is required to be published on the council website at the end of June 2019 and the Clerk is currently collating all information and creating the web pages for this. This will also be reviewed in the Operations meeting. 2. The Clerk updated the committee on the Water Supply (Water Fittings) Regulations (1999) inspection carried out at the recreation ground on Thursday 11 th April and the subsequent notice of failures of compliance. These are governed by a 30-day fix notice and quotes have been sought from Water Safe Plumbing firms who are certified to sign off the work on completion removing the requirement for an additional inspection by Affinity Water. As this work is mandatory, the Clerk informed the committee that this would be proceeding to ensure the 30-day period did not expire. Quotes to date are under £1,000 and include work on the urinal which would reduce the water consumption on site considerably.				Clerk Clerk
FC7 / 2019	The committee confirmed the date of the next meeting was 4 th June.				
	As there are no meeting points under Part II, the Chairman thanked committee members and the Clerk for their attendance and the meeting therefore concluded at 10:15am				