

## WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

**Draft** Minutes of the Meeting of the Parish Council's Finance Committee held on Thursday 29<sup>th</sup> September 2016 in the John Jeffery Room, The Old School Community Hall, Wigginton.

### **F16/013 Present**

Cllrs Runciman (Chair), Firth, Fisher and Vaughan.

### **F16/014 In Attendance**

The Clerk.

### **F16/015 Apologies for Absence**

Cllr Denton

### **F16/016 Declarations of Interest**

Cllrs Firth and Vaughan and the Clerk in respect of minute 16/020 d.

Cllr Fisher in respect of minute 16/020 h.

### **F16/017 Minutes of the last meeting**

**RESOLVED** that the Minutes of the previous meeting, held on 17.05.16 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

### **F16/018 Matters arising**

#### a) Investment of reserves

The Clerk informed members that the investment with Skipton Building Society has been completed in the sum of £ 20,000.00. It was agreed that further investments will be made in the future subject to available funds.

**RESOLVED** that the matter be noted and additional investments be made when appropriate.

#### b) Half Year Audit

The Clerk informed members that the date for the half year internal audit will now be 18.10.16

**RESOLVED** that the matter be noted.

### **F16/019 To consider the Standing Orders and Financial Regulations.**

The Clerk informed members that the revised Standing Orders and Financial Regulations were presented at the Parish Council meeting held on 20.09.16 and adopted. Members have been circulated with a full copy.

The Clerk further informed members of the need for notes of guidance to be provided to grant applicants - a draft was read out.

**RESOLVED** that the Clerk circulates a set of guidance notes with these minutes.

### **F16/020 Section 137 grant applications**

The Clerk informed members that 8 Grant applications have been received. These were considered as follows:-

#### a) Churchfield Open Space Committee

Grant request received for £ 3300.00, less additional insurance costs of £ 160.00 for additional play equipment, towards running costs.

**RESOLVED** that the grant be awarded in the sum of £ 3140.00

It was further **RESOLVED** that as Churchfield Open Space Committee running costs are included in the Parish Councils annual budget a grant application will no longer be required.

#### b) Haxby & Wigginton Youth & Community Association

Grant request received for £ 3000.00 towards funding for youth activities.

**RESOLVED** that the grant be awarded in the sum of £ 3000.00

#### c) Haxby Helpers

Grant request received for £ 200.00 towards telephone costs.

**RESOLVED** that the grant be awarded in the sum of £ 200.00

#### d) The Old School management Committee

Grant request received for £ 2850.00 towards running costs, upgrades and maintenance.

**RESOLVED** that the grant be awarded in the sum of £ 2850.00

It was further **RESOLVED** that as The Old School Management Committee running repairs and maintenance costs are included in the Parish Councils annual budget a grant application will no longer be required.

e) The Wonder Years

Grant request received for £ 2054.00 to enhance the safeguarding procedures & safety and security.

**RESOLVED** that the grant be awarded in the sum of £ 2054.00

f) Wigginton & Haxby Table Tennis Club

Grant request received for £ 123.00 towards the funding of a second team.

**RESOLVED** that the grant be awarded in the sum of £ 123.00

g) Wigginton Over 60's

Grant request received for £ 400.00 towards the cost of the annual Christmas trip.

**RESOLVED** that the grant be awarded in the sum of £ 400.00

h) Wigginton Sports and Playing Fields association

Grant request received for £ 426.00 towards the cost of upgrading CCTV to cover the wider area and discourage anti-social behaviour.

**RESOLVED** that the grant be awarded in the sum of £ 426.00

**RESOLVED** that the Clerk make the necessary arrangements for Financial Agreements to be issued and payments made on satisfactory return of the Agreements.

### **F16/021 Section 106 applications.**

The Clerk informed members that he has received to requests for assistance which could be dealt with from Section 106 funds from:-

a) The Wonder Years for assistance towards the further improvements and additions to the external children's play area. The project cost being £ 2892.18.

b) The Wigginton Grasshoppers FC 82, via the Wigginton Sports and Playing Fields Association, towards the cost of installing an electricity supply to the Portakabins to service the existing units and kitchen. The total cost of which is £ 21000.00, they seek assistance with £ 7000.00 of funding.

**RESOLVED** that clerk invites representatives of The Wonder years and Wigginton Grasshoppers FC 82 to the next Parish Council meeting to be held on 18.10.16 for presentations to be made to the members.

### **F16/022 Other Business Not Requiring Notice**

a) Office computer equipment

The Clerk informed members that a quotation has been prepared by PC World for the supply of a Lenova Laptop and Brother laser printer including appropriate software and set up, in the sum of £ 815.98 inclusive of vat.

**RESOLVED** that the Clerk make arrangements to purchase the equipment together with 3 years cover if available, this at extra cost.

b) Double Taxation

The Clerk informed members that he has made the 2016-17 Double taxation claim in the sum of £ 4393.32 this is as claimed and received for 2015-16.

**RESOLVED** that the matter be noted and that the sum now be included in the annual budget income receipts.

c) Cllr Runciman recommended that the provision for funding to Friends of Barley View should be agreed to provide sign posts as agreed at the Parish Council meeting held on 20.09.16

d) **RESOLVED** that funds will be made available for the purchase by the Parish Council of suitable sign posts.

**F16/023 Date and Time of Next Meeting**

A discussion took place on the need for separate meetings of the Finance Committee

**RESOLVED** that the matter will be monitored.

The next meeting of the Finance Committee will be held on Tuesday 29.11.16 at 1000 at the Old School, this will be the budget meeting.

**NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Parish Council.**

## WIGGINTON PARISH COUNCIL

### PARISH COUNCIL GRANT SCHEME – GUIDELINES FOR APPLICANTS & TERMS OF REFERENCE

These terms of reference were agreed at the Parish Council meeting held on.....

1. Groups within the parish can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. The scheme will support both capital and revenue projects. Projects with total cost of £..... and below will be eligible to apply for funding. The scheme for which the grant is awarded will be completed within 12 calendar months of the award.
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent audited accounts, including an up to date balance sheet
  - b. A copy of the constitution or rules of the group
  - c. Provide proof that the group has a bank account with two signatories.
  - d. Provide a 12 month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
5. The deadline for applications is 15<sup>th</sup> September each year. The Parish Council will normally advertise availability of the scheme at least two months in advance via the council's website and (any other medium).
6. Groups can apply once per year but may bid for a number of elements of a project in the application.
7. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
8. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
9. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.
10. Retrospective applications (ie for projects already completed) will be allowed. Council will adjudge at the time of application whether the project was urgent and also consider the financial situation of the group at the time.
11. Payment of the grant will be made after a financial agreement has been completed & signed and returned to the Parish Council.

Date.....