Broadclyst Parish Council
19, New Buildings
Broadclyst
Exeter
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Finance Committee meeting

The Finance Committee meet on Wednesday 23rd July 2014 at 19:30hrs

in the Green Room, Victory Hall, Broadclyst.

The following business was conducted:

Minutes (draft)

It was announced that Agenda item F14/21 is be discussed under Part B (exclusion of press and public) as it contains matters of a confidential nature

Members Present: Cllrs Arthurs, Gent, Smith, Staddon, Wollacott (Chair)

In attendance: Clerk, Assistant Clerk

The meeting was open to Press and public

F14/17 APOLOGIES

Apologies for absence were received from Cllr Massey and Cllr Vaughan

F14/18 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of interest not currently on Councillors' ROIs and receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda received

F14/19 FINANCIAL UPDATE

a. The Financial Statement to 30th June 2014 was received
It was noted many of the payments in this quarter are annual costs
The financial update was proposed by Cllr Gent, seconded Cllr Pepper and unanimously approved for recommendation to Council for ratification on 4th August 14

b. The Bank Reconciliation to 30th June 2014 was received
Balances were noted as:
Current £34,651.45
General reserves £12, 726.39
Earmarked reserved £12,044.33

The bank reconciliation was proposed as correct by Cllr Gent, seconded by Cllr Arthurs and unanimously approved for recommendation to Council for ratification on 4th August 14

F14/20 VAT Deregistration

An update on Council's Option to Tax all income generated from the recreation ground, including hiring of the Pavilions and its facilities, following the Council's Deregistration for VAT was given as follows:

- Local Authorities do not need to be registered for VAT in order to be able to reclaim VAT. under Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

- VAT Reclamation by Local Authorities under the VAT Act 1994 mentioned in Section 33(3a) is provided to alleviate the burden on taxpayers and relates to goods or services supplied direct to the Local Authority for non-business supplies (those which are not provided in competition with the private sector)
- Local Authorities can claim refunds of VAT on purchases made from funds given to them for specified purposes, provided that the Authority:

  a. Makes the purchase itself (places the order, receives the supply, receives a VAT invoice addressed to it and makes payment)
  b. Retains ownership of the purchase and uses it, or makes it available, for its own non-business purposes
  c. Keeps sufficient records for the purchase (and the purpose for which it is made) to be easily identified

- Income from the recreation ground for 13/14 was £6,814.87 which is well below the VAT threshold, hence Council's De-Registration on 18th February 2014 following advice from HMRC.
- The Option to Tax (OTT) can be revoked after 20 years (Pavilions built in1999, therefore can revoke OTT in 2019) by notifying HRMC in writing.
- HMRC stated should the facility be sold there will be tax implications.
- It was noted by the Finance Committee that HRMC have been advised that the Pavilions and Recreation ground is a Community Asset, built on and around land given over to the Parish Council for the benefit of the community, and its sole use is to provide relevant social and recreational facilities for the local community. It will not be sold.

Council agreed that HMRC Form C01OTT which has been completed with the above information, be signed by the Proper Officer and returned to Grimsby Office by registered post.

The Chairman proposed that the meeting go into Part B session to discuss matters of a confidential nature. The press and public were asked to withdraw from the meeting at this point due to the confidential nature of the business to be transacted.

F14/21 STAFF REVIEWS

a. A report and recommendation was received from the Clerk following annual staff reviews for the Administrator and Hygiene staff, and suitability for post review for the Assistant Clerk following her 3 month probationary period.
All staff have received updated Employees Manuals which contain Council's adopted employment policies and procedures.
In line with Council's training policy, all members of staff are encouraged to work with their line manager to identify training courses to continue their professional development. There is a staff training allocation in the 14/15 budget to meet these needs.
It was resolved to offer Mrs Mollie Bolton a permanent contract as Assistant Clerk following a successful probationary period at the rate of £15,392 pro rata.

b. A summary of amendments necessary to staffing rates/hours following staff reviews was received.
The following amendments were proposed by Cllr Staddon, seconded by Cllr Smith and unanimously approved for recommendation to Council, with effect from 1st August 2014:
To increase the Clerks salary to SO2
To increase the Assistant Clerk's hours to 16 per week
To increase the Administrators rate to £14,718.60 pro rata
To increase the cleaners' rate to £12,506 pro rata

F14/22 Close of meeting

The meeting closed at 20:30hrs.

Signed…………………………………………………………………………….

Print………………………………………………………………………………..

Date………………………………………………………………………………

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.