

Minutes of the Meeting of the Parish Council - Monday, 29th June 2015 at 7.30 p.m. in the Village Hall.

1. **Present:** Cllrs. J. Perkins in the Chair, T. Blaney, G. Morgan, Mrs H. Hennig, Mrs J. Telfer and the Clerk, Mrs M. Shaw.

In Attendance: Eight members of the public.

2. **Declarations of Interest:**

There were none.

3. **Finance:**

a) Recreation Ground –

The Chairman closed the meeting at 7.40 p.m. to permit Mr N. Peck to explain why the Recreation Ground had not cashed the cheque donation for £690 from the Parish Council sent to them on 2nd May 2015

The meeting reconvened at 8.10 p.m.

The apparent reason being given was that the Recreation Ground expected the Parish Council to pay the full amount. The Parish Council cannot legally pay this account as it was not commissioned by the Parish Council and was not subject to the tendering process.

A donation to the Recreation Ground is the only legal way of supporting the Recreation Ground, likewise for the Insurance see Internal Auditors comments below:-

The Parish Council Policy on Donations /Grants was adopted on 17th March 2014 and clearly states:-

“Any applications must be made in writing to be considered, and the organisation will be required to provide copies of their previous three year’s audited accounts that have been independently examined by a suitably qualified person. Organisations will not automatically be contacted on the basis of previous expressions of interest. The Councils decision is final.

This item to be on the next Agenda.

The Parish Council are unable to reclaim the V.A.T. element of the account as it is subject the following V.A.T. Notices 700 and 749 Legal conditions:-

- i. it places the order for the good or services, and
- ii receives the supply, and
- iii receives a tax invoice addressed to it, and
- iv makes payment from its own funds, and
- v keeps all appropriate records.

HMRC may require production of tax invoices before paying a claim. V.A. T. already repaid can also be subject for repayment to H.M.R.C , if after investigation, the repayment to the Council was incorrect.

- b) **Bank Mandate** – this was completed. It was resolved to remove Mrs F. Smith and Mr J. Wickens from the account, and that there will be four new signatories, Chairman, Mr J. Perkins, Vice-Chairman, Mr T. Blaney, members, Mrs H. Hennig and Mrs J. Telfer, who are required to produce their identification for verification in person at the National Westminster Bank.
- c) **Internal Audit** – The Internal Auditors report was circulated, it was resolved that this be accepted, proposed by Mrs J. Telfer, seconded by Mr G. Morgan.

The following comments were noted from his report:-

- i. When inspecting the bank statements and payment vouchers I found a payment to Brooker Network Ltd for insurance of the Recreation Ground. The supporting invoice was not addressed to the Parish Council and the Recreation Ground does not appear on the Parish Council's Assets Register.
 - ii. If the Parish Council does not own the Recreation Ground the Parish Council should not be paying the invoice for the Recreation Ground Insurance direct as a means of supporting the Appledore Recreation Ground Management Committee, which I found on the Charity Commission's website to be a Registered Charity.
 - iii. If the Parish Council wishes to support the Recreation Ground Management Committee it should do so by way of a grant/donation and the insurance should be paid direct by the Management Committee.
 - iv. Any Grant/Donation made by the Parish Council should be approved and minuted accordingly.
 - v. As the Recreation Ground insurance is being paid direct by the Parish Council the sum will be unlikely to be included in the Appledore Recreation Ground Management Committee Account and therefore in the Committee's Annual Returns/Annual Updates made to the Charity Commission.
- d) **Internal Auditor appointment** - it was resolved to appoint Mr K. Funnell for the ensuing year.
 - e) **Insurance:** The upgrading of Fidelity Insurance to £ 100,000 had been done.
 - f) **Items of interest:**

It was suggested that Mr G. Morgan investigates the best source of investment income for the Parish Council money that comply with the investment regulations.

There being no further business the chairman closed the Meeting at 9 p.m.