

The information given to Santander to switch accounts will need to match the exact information currently held by Lloyds otherwise the application will be rejected. Online bill payments and the security of payments will also need to be checked. It was proposed that a new account is opened at Santander and then close the Lloyds account and that the process should be started in the meantime so that the new bank account is opened for the start of the new financial year.

34/16 INCOME AND EXPENDITURE REPORT

The income and expenditure report as at 2nd November 2016 was presented to Members. The overspends were reported at the last meeting (Sage support & Kaspersky antivirus).

35/16 GRANT APPLICATIONS

A late grant application was received from Whitnash Twinning Association along with the deferred application from Whitnash Fun Day.

Organisation	Application for:	Grant proposed
Whitnash Twinning Association	<i>General administration</i>	*Deferred*
Whitnash Fun Day	<i>Insurance and field hire</i>	£411

The Whitnash Fun Day grant was approved. The Twinning grant application could not be considered as all Members present at the meeting were also members of the Twinning Association and so declared an interest in the application. A dispensation will be needed for the meeting in January 2017 to consider this grant.

36/16 AMEND GRANT AID POLICY

An amended Grant Aid Policy was forwarded to Members to consider. Members present proposed that a copy of organisations Public Liability Insurance certificate is also requested with the documentation when applications are submitted.

The amendments were considered and approved.

37/16 MEMBER'S ALLOWANCE POLICY

The Finance Assistant contacted regarding payment of printing costs and expenses to Councillors. When HMRC introduced 'Real Time', all payments made to any person for any purpose is considered to be taxable income and should be included in payroll and subject to Tax and NI deductions.

Any lump sum monies paid to Councillors are subject to normal rules of taxable income and so tax would normally be deducted through the payroll. Councillors are not employees so these payments would need to be declared by the Town Council to HMRC on P11D expenses forms at the end of the tax

year. HMRC would then adjust Councillor's individual tax codes to reflect these payments. If Members are able to reclaim any tax, then this would need to be done through their own personal tax account.

If Councillors purchase paper that is used **exclusively** for Council business and provide a bona fide receipt, then they could be reimbursed without any tax implications.

Internet and Telephone expenses would be subject to the same tax rules unless they are exclusively used for council business any expenses paid would need to be declared, (line rental cannot be claimed as it is not exclusive).

Mileage cannot not be claimed for attending meetings as HMRC consider the Council office or Community Hall as the place of work, mileage cannot be claimed for travel between home and work. Members present proposed that the HMRC advice is adhered to.

38/16 IT ISSUES

Cllr Margrave has looked into various IT Issues like domain name registration services, website hosting and the email provider. A report was forwarded to all Members prior to the meeting. It was proposed that the Council remain with Titan Internet and that quotations are sourced for alternatives for backups to ensure that emails are backed up as well.

Cllrs Franklin, Margrave and McFadden will look into sorting out the website and report back to the meeting in January 2017.

The Clerk reminded Members that the Transparency Code requires documents to be displayed on our website and we need to comply with this.

39/16 WHITNASH TYMES

Whitnash Tymes is running at a loss, however as the number of copies are expected to increase then the additional cost will need to be covered.

A suggestion has been received that a rate for non-commercial 'advertisers' is introduced. This will be reviewed at the Finance meeting in January 2017.

40/16 PRECEPT 2017 – 2018

Members proposed that in view of the possible cessation of concurrent services and the removal of the tax grant that an increase of 5%, 10% and 20% is calculated for the precept meeting in December 2016.

41/16 CORRESPONDENCE

1. Thank you card from Barbara Moreton (League of Friends) for grant for hall hire for Royal Naval Choir fund raiser.
2. Thank you from Whitnash Youth Club for grant of £360.

42/16 DATE OF NEXT MEETING

The next meeting will be held on Thursday, 8th December 2016 at 6.30 p.m.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

SIGNEDDATE