

## Minutes of the meeting of the Finance & General Purposes Committee

Held on 5<sup>th</sup> Sep 2016 at 7.30 pm in the Bush Room

**Present:** - James Sumner (JS) (Chair), Alison Peters (AP), Ann Curtis (AC), Marcus Fry (MF), Steve Blick (SB)

Graham Smith (Clerk)

### 1. Apologies accepted for Absence

Mike Webb (MW).

### 2. Evacuation Procedure

Evacuation procedures were noted.

### 3. Public Participation

None

### 4. Declaration of Interests

None

### 5. Minutes of meeting held on 4<sup>th</sup> July 2016 and Matters Arising

#### 5.1. Approval of the minutes of the meeting held on 4<sup>th</sup> July 2016

**16.036 Resolved:** The minutes of the meetings held on 4<sup>th</sup> July 2016 were approved and signed by the Chairman

#### 5.2. Matters Arising – Further to a request to review Co-op account standing order requirements (Clerk) informed the committee that he was unable to speak directly with the Co-op bank due to their change of policy and although the “key contact” they would only speak with account signatories. In view of how difficult it is to manage the Co-op account (Clerk) recommended that the money be transferred to the Council current account for review. (AP) proposed that money be transferred to the Parish Council Bank of Ireland account and the Co-op current account closed. (AC) seconded and all Cllrs agreed.

**16.037 Resolved:** Transfer balance of Co-op current account to Bank of Ireland.

**F160905-01:** Transfer balance of Co-op current account to Bank of Ireland.

**Action to (Clerk)**

#### 5.3. Outstanding Actions – None

### 6. Matters Arising from Committee Reports

#### 6.1. Planning Committee – None

#### 6.2. Footpaths & Allotments Committee – (AC) requested that new chippings be placed at the cemetery entrance. (Clerk) recommended that this action should be progressed in spring but would obtain quotations.

**F160905-02:** Obtain quotations for the purchase and spreading of chippings at the cemetery entrance.

**Action to (Clerk)**

- 6.3. Playing Fields & Open Spaces Committee – (AC) informed the committee that after further research by (JS) regarding shrub planting as a vehicular access deterrent at the Down Road Greenspace and the conclusion that this would be more expensive than the installation of boulders the PF & OS committee resolved that the placement of boulders to be the most viable option. (AP) proposed that the Finance Committee recommend the installation of boulders at the green space on Down Road. (JS) seconded the motion and 4 Cllrs voted in favour and one voted against.

**16.038 Resolved:** Finance Committee recommend to Council that the installation of boulders at the green space on Down Road be approved.

## 7. Financial Reports

### 7.1. Finance Report July & August 2016

(JS) informed Cllrs that he had reviewed the financial reports for July and all appeared in order but had not reviewed August and would carry this action forward to the next meeting.

**16.039 Resolved:** The financial reports for July as presented were accepted as accurate.

## 8. External Audit (Grant Thornton)

(Clerk) confirmed to the Finance Committee that the external audit 2015/16 had been completed and that the notice of completion of audit was on display on the Parish notice boards.

## 9. 2016 / 2017 Insurance Arrangements

(Clerk) presented to Cllrs three insurance options. (AP) proposed that the Finance Committee recommend that, as there was no difference in cover, the Parish Council adopt the cheapest of the three insurance arrangements. (AC) seconded the proposal and all Cllrs unanimously agreed.

**16.040 Resolved:** The Finance Committee recommend that the Parish Council adopt the cheapest of the three insurance arrangements as proposed by Came & Co.

## 10. Authorisation of Payments

### 10.1. Payments authorisation by James Sumner & Mike Webb 2<sup>nd</sup> August 2016 (F & GP meeting was not held).

Details	Chq. no	£
Grounds Maintenance Contract - July	2716	1,212.20
Room Hire June / July	2717	73.13
Gravel for allotment path	2718	120.00
Total Payments		£1405.33

### 10.2. Recent Receipts

Details	Ref.	£
Gross Interest	T/fer	4.70
Annual Interest	T/fer	341.63
Total Receipts		£346.33

### 10.3. Payments authorisation by James Sumner & Mike Webb 15<sup>th</sup> August 2016 (Parish Council meeting was not held).

Details	Chq. no	£
Salary – Inspection / Clean	2719	194.40
Clerk – Salary & Expenses	2720	1221.79

Details	Chq. no	£
Qtrly Line Rental, Broadband & Calls	2721	193.95
Litter Bin Empty	2722	66.10
Bi-annual bus shelter clean	2723	252.00
Photocopy & Print	2724	12.05
Total Payments		£1,940.29

## 10.4. Payments authorisation by Marcus Fry &amp; James Sumner

Details	Chq. no	£
Grounds Maintenance Contract - Aug	2725	1212.20
Cemetery – Water Usage	2726	21.60
Total Payments		£1,233.80

## 10.5. Recent Receipts

Details	Ref.	£
Gross Interest	T/Fer	5.54
Memorial Stone	Inc2698	90.00
Total Receipts		£95.54

**11. Correspondence**

None

**12. Website / Helmet**

None

**13. Any other business**

(JS) proposed that after a thorough review the Parish Council Finance Regulations be updated to allow for recent new legislation as per the NALC template. (JS) stated that he would review the documentation and requested that one other Cllr be involved in the review prior to presentation to the committee. (MF) agreed to assist in reviewing the documentation.

**F160905-03:** Review and update of Financial Regulations.

**Action to (JS)& (MF)**

Meeting Closed 21.00PM

**The next meeting of the Finance and General Purposes Committee is on Monday  
3<sup>rd</sup> October at 7.30pm.**