

ALRESFORD PARISH COUNCIL

MINUTES OF COMMITTEE MEETING - THE FINANCE COMMITTEE The Pavilion, Ford Lane (To the rear of the Village Hall)

Friday 20th July 2018 at 12.00pm

Present: Cllrs Chris Barrett (Chair), Frank Belgrove, Linda Belgrove and Ernie Osborne
Also Present: Mrs A Baxter (Assistant Clerk/RFO)

1. Election of Chairman

It was resolved for Cllr Barrett to be chairman of the Finance Committee. Proposed: Cllr F Belgrove, Seconded: Cllr Osborne, all in favour.

2. Apologies for absence: *To note any apologies.*

Apologies were received from Cllrs Martin and Clark.

3. Minutes of the last Meeting: *To approve minutes of the last meeting.*

It was resolved that the minutes of the meeting of 29th November 2017 are true and accurate. Proposed: Cllr F Belgrove, Seconded: Cllr L Belgrove, all in favour who were present at that meeting.

4. Declaration of interest: *To state any interests in the below agenda items.*

Cllr F Belgrove declared an interest as he is the recipient of the Chairman's allowance included in the 2018/19 budget.

5. Appointment of Proper Officer (if required)

Not required as the Deputy Clerk was present.

6. 1st quarter review

To review the expenditure for the 1st quarter of 2018-19 against the set budget.

Cllr L Belgrove raised that grants cannot be made from Parish Councils to churches (as advised by EALC) and so the PC will have to review its annual contribution to the churchyard maintenance of St Peters Church. To add to the September PC agenda.

The committee looked through the expenditure and queried items that had materially exceeded 25% of the percentage of budgeted amount, unless they were one off items. The committee discussed the extra work done to the playing field, the expenditure of which was agreed after the budget. It also discussed that the street lighting costs of electricity will reduce once the LED replacements are reported to UMSO at UK Power Networks. The RFO is to obtain the list of LED replacements from the Clerk. The office supplies figure included amounts from three separate orders and the office is now well stocked. The total expenditure is under 25% of the budget.

7. Terms of reference

To review and put forward a draft to the Full Council.

The committee made changes to the draft terms of reference to say that membership shall comprise of seven members, to add the Deputy Clerk/RFO as a person responsible for recording minutes and to say that the committee shall have the remit to commit/spend up to £2,500 of expenditure. It was resolved to recommend the revised terms of reference to the Parish Council for approval. Proposed; Cllr F Belgrove, Seconded: Cllr Osborne, all in favour.

8. Finance Regulations review

The committee went through the regulations in details making changes where necessary (as noted on the draft copy).

Signature.....

Date.....

There was a discussion on how to deal with the fact that the clerk also works for Osborn London, which is one of our suppliers.

There was also a discussion around regulation item 6.11, the keeping of PINS and passwords. It was added that they should be safely kept in a fireproof box.

It was resolved to recommend the revised Financial Regulations to the Parish Council for approval.

Proposed: Cllr L Belgrove, Seconded: Cllr Osborne, all in favour.

9. Internal audit report review

It was discussed that the PC should look at changing its auditor every 4-5 years, but that the current auditor is very thorough. This is to be reviewed at 4-5 years.

10. Asset Register review

It was discussed that we need to have all items on the register for insurance purposes. We could ask every councillor what assets they know about that should be added. We need a cost for each item.

11. Meeting closes

The meeting closed at 1.49pm.

Minuted by Angela Baxter – RFO & Assistant Clerk

Contact rfoapcessex@outlook.com

Signature.....

Date.....