

Finance Committee meeting

Wednesday 23rd April 2014

19:00hrs

Sports Pavilions, Holly Close, Broadclyst, EX5 3JB

Press and public were welcome to attend.

Present: Cllrs Arthurs, Gent, Pepper, Wollacott (Chair)

In Attendance: RFO., Clerk, Assistant Clerk.

Minutes (draft)

F14/6 Apologies were received from Cllrs Button and Massey

F14/7 There were no Declarations of Interest received on items on the agenda not already declared in Councillors' ROI

F14/8 Financial Update

- a. A Financial Statement to 31st March 2014 was received
- b. The Bank Reconciliation to 31st March 2014 was received
- c. Council Accounts to 31st March 2014 were received. It was recommended that earmarked funds of £5255 in respect of Neighbourhood Planning and £1000 for footpath works (DCC grant) be allocated with a reduction to the buildings reserve. It was noted that the Asset register is due to be updated – **Action: Clerk/Assistant Clerk.**

It was proposed by Cllr Gent and seconded by Cllr Arthurs that the above documents be recommended to Council for approval; the proposal was unanimously agreed.

F14/9 Council's banking arrangements have been reviewed. It was felt the service from the Co-op bank is basically good but there have been issues arising with receiving late statements. Council currently has 3 reserves accounts, one of which has nothing in it, so permission given to Clerk to close the 3rd account. **Action: Clerk**

F14/10 An update was received in respect of internet banking for Parish Councils. Although Council is now able to access the online service to view the accounts, it is unclear how transactions can comply with Council's current Financial Regulations; Council is required by mandate to require all transactions to be authorised by any 2 of the 4 approved and registered members. The RFO advised it would be prudent to wait until guidelines have been received from the Government.

Clerk and Assistant Clerk will raise the question concerning guidelines at South West regional conference next week.

F14/11 Council's Asset Register and Insurance were reviewed. The Asset register requires further updating. **Action Clerk/Assistant Clerk.**

An accurate up-to-date Asset Register is a requirement of the Insurance Company to ensure adequate cover and produce an accurate quote. Once fully reviewed Clerk to contact Insurance Company to discuss any amendments prior to the policy renewal anniversary in June. Cllr Gent proposed an updated asset register be recommended to council, seconded by Cllr Arthurs and unanimously accepted.

F14/12 The Preferred Suppliers list was received, comprising long-established suppliers &/or local businesses which are familiar with Council's amenities and the service requirements of facilities. Due to the specialist nature of some of the works required, e.g. the bowling green maintenance, it is not always easy to obtain 3 quotes. By using preferred suppliers it will reduce the need to obtain 3 quotes for routine works, however the list should be reviewed annually. It was proposed by Cllr Pepper, seconded by Cllr Gent and unanimously agreed to recommend approval and adoption of the list to Council.

F14/13 The Clerk's authorisation level was reviewed and increased to £500. It was stipulated the Clerk must indicate from which part of the budget funds will be used. This is to protect overall budget and remain within annual budgets previously set. Proposed Cllr Arthurs, seconded Cllr Gent, unanimously accepted.

F14/14 It was noted the annual RoSPA Report had been received and some repairs to the playground had been identified which are reasonable and in line with general maintenance. It was noted that money for these repairs will be coming out of the annual play area maintenance budget. The Clerk will progress repairs under her existing delegated authority; proposed Cllr Gent, seconded Cllr Pepper, unanimously agreed.

F14/15 The availability of Parishes Together funding for 14/15 was noted and request for funds have been invited. Any suggestions should be made via the Clerk to go to Council. Projects must be capital expenditure which must be of benefit to more than one parish.

F14/16 The meeting closed at 21:00hrs.

Signed.....

Print

Date.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.