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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Kieth Keel**

**Minutes of a Finance Committee Meeting held at 7.00 pm on Monday 6 August 2018 in the Memorial Hall.**

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| **Present**: | Cllrs Parkhurst; (Chair); Keel; Breeze; Gouge, and Clarke |
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| **In attendance:** | Caroline Higgins Clerk.  Cllrs Clode and Hudson |

**F1.18/19 ELECTION OF CHAIRPERSON –** Cllr Parkhurst was elected to serve as Chairperson until the next Annual Council Meeting

**F2.18/19 ELECTION OF VICE CHAIRPERSON –** Cllr Clarke proposed in his absence that Cllr Jones be elected as Vice chair should he be willing to take the role. This was seconded by Cllr Breeze and resolved by the Committee, subject to his acceptance at the next meeting

**F3.18/19 APOLOGIES –** Cllr Robinson – unanimously approved

**F4.18/19** **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declarations beyond those recorded in accordance with the Code of Conduct.

**F5.18/19** **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

**F6.18/19** **MINUTES OF PREVIOUS MEETINGS -** The minutes of the Finance Committee meeting held on 23 April 2018 were approved unanimously as a true record. The minutes were signed by the Chairman

**F7.18/19** **CLERK’S REPORT & MATTERS ARISING** – The Clerk reported that quotations for a replacement door were being obtained.

**F8.18/19 NETT POSITION BY COST CENTRE & CODE SUMMARY –** Noted

**F9.18/19 BANK RECONCILIATION -** The bank reconciliation for all accounts to the end of June was noted by the Committee. The Clerk reported that the SALC affiliation fees had been paid twice in error and that the full overpayment had been refunded to the Council in June.

**F10.18/19 FINANCIAL KEY TASKS –** The Clerk reported on recent training on financial task planning and presented a draft key financial tasks calendar for approval. The Committee approved the calendar and it was agreed that the document should be updated and reviewed at future Finance meetings to assist the Council to stay on track with essential financial activities.

**F11.18/19 MATTERS REFERRED BY FULL COUNCIL –** None

**F12.18/19 PAYMENTS –** The Committee unanimously approved the list of payments circulated with the agenda and approved the payment of August salary payments, at the usual rates at the end of the month, subject to the authorisation of two Council members.

**F13.18/19** **EXCLUSION OF THE PRESS AND PUBLIC–** It was resolved unanimously to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, so as to consider any confidential matters arising.

**F14.18/19** **CONFIDENTIAL MATTERS –** None

**Meeting closed at 7:17 pm**