

Minutes of the Finance Committee meeting on Monday 6 February at 7.30pm in the Memorial Hall.

**Present:** Cllrs Parkhurst (Chair) Clarke, Mrs Whittall and Moraghen

Also Present: Anne Chalkley – Clerk.

F57.11 **APOLOGIES** – Cllr Mrs Lewis (Other commitment). **All agreed.**

F58.11 **DECLARATION OF INTEREST** – *To receive declarations of Interest of personal and prejudicial interest on any item on the agenda in accordance with Section 50-52 of the Local Government Act and The Local Authorities (Model Code of Conduct) England Order 2007.* Cllr Clarke declared a personal interest in Longmeadow park as his wife is the key holder and he is the council's representative of the Bayston Hill Crown Green Bowling Club. Cllr Mrs Whittall declared her personal interest as her son-in-law hires a pitch at Stanley Parker Playing Fields.

F59.11 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were none.

F60.11 **MINUTES** – It was **proposed** by Cllr Mrs Whittall and **seconded** by Cllr Moraghen that the minutes dated 12 December 2011 be signed as a true record. **All agreed.**

F61.11 **MATTERS ARISING** – F45.11 Making Improvements – Cllr Clarke reported that Marches Energy has indicated that the loft installation could be free of charge. It was **agreed** that Investment Account continue to be an item on the next agenda.

F62.11 **PAYMENTS** – It was **proposed** by Cllr Mrs Whittall and **seconded** by Cllr Clarke to approve and sign the payments. **All agreed.**

F63.11 **BANK RECONCILIATION** – It was **proposed** by Cllr Mrs Whittall and **seconded** by Cllr Moraghen to sign the Bank Reconciliation and sign off the bank statements. It was **agreed** that for future meetings the Bank of Ireland bank statement is included.

F64.11 **NETT POSITION BY COST CENTRE & CODE SUMMARY** – After discussion it was **agreed** the following:  
Vire across from Code 114 Unallocated £4620 into Code 125 Vehicle Activated Sign to counteract the payment.  
Check Code 124 Cyclescheme to see how much the bike cost.  
Check Code 79 Orange Mast contract and report back next meeting.  
Check Code 68 IT Maintenance/Software/Licence on Financial Year 2012-13 budget to ensure the amount of £245.00 had been allocated.

Signed: ..... Date:.....

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| F65.11 | <b>YEARLY PLANNER</b> – The amended Yearly Planner was distributed with the agenda. After discussion it was <b>agreed</b> that the Yearly Planner to be listed in order of the month the documents are to be brought to the meeting to be reviewed.   | Clerk                    |
| F66.11 | <b>AUDIT TRAIL</b> – The BMX Audit Trail was circulated to the members to be reviewed. After further discussion it was <b>agreed</b> that Cllr Clarke with the Clerk look at it again as there were concerns that work had been included that had not been commission within the LJC grant and had been paid for by the Parish Council as this would identify why there was an overspend.   | Cllr<br>Clarke/<br>Clerk |
| F67.11 | <b>PROPERTY REVIEW</b> – The Clerk had distributed with the agenda the running costs of the Parish Council facilities. After discussion it was <b>agreed</b> that the Clerk look into other ways for the Parish Council to manage their services, including if the Parish Office was to move into other premises such as the now empty Oakmeadow School in Glebe Road. It was also suggested that the Clerk contact West Mercia Suppliers regarding the price of their electricity. | Clerk                    |
| F68.11 | <b>QUEENS DIAMOND JUBILEE</b> – After discussion it was <b>proposed</b> by Cllr Clarke and <b>seconded</b> by Cllr Mrs Whittall that a new Code for the Queens Diamond Jubilee event, under the Power of Well-being, be set up and £1000.00 to be taken from Code 114 Unallocated and put into this new code.   |                          |
| F69.11 | <b>INVESTMENT ACCOUNTS</b> – The Clerk to obtain information for the next meeting.  | Clerk                    |
| F70.11 | <b>HR SERVICES AND TRAINING</b> – The Clerk reported to the members that she was still obtaining information on these services.   | Clerk                    |
| F71.11 | <b>ANY ITEMS FOR NEXT MEETING</b> – There were no items for the next meeting.   |                          |

Meeting closed 9.05pm

Signed: ..... Date:.....