

Clerk to the Council/RFO: Caroline Higgins  
Chairman: Cllr Kieth Keel

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**Minutes of a Finance Committee Meeting held at 7.00 pm on Monday 15 October 2018 in the Memorial Hall.**

**Present:** Cllrs Keel; Jones; Breeze; Gouge, and Mrs Robinson

**In attendance:** Caroline Higgins Clerk.  
Cllrs Clode and Hudson

**F15.18/19 APOLOGIES** – The Committee received apologies from Cllr Parkhurst, (Committee Chair) due to work commitments. In view of the vacancy in the role of Vice Chair, Cllr Keel (Council Chair) was elected to open the meeting in his absence.

**F16.18/19 ELECTION OF VICE CHAIRPERSON** – Cllr Jones accepted the nomination made in his absence at the August meeting and in the absence of the Committee Chair he took the Chair for the remainder of the meeting.

**F17.18/19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declarations beyond those recorded in accordance with the Code of Conduct.

**F18.18/19 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

**F19.18/19 MINUTES OF PREVIOUS MEETINGS** - The minutes of the Finance Committee meeting held on 6 August 2018 were approved unanimously as a true record. The minutes were signed by the Vice Chairman, Cllr Jones

**F20.18/19 CLERK'S REPORT & MATTERS ARISING** – The Clerk confirmed that the Instant Access Account with Unity Trust Bank was now operational but not being fully utilised. It was resolved to recommend to Full Council that £84,000 be transferred into this account from the Cooperative Bank Earmarked Reserve Account.

The Clerk observed that further transfers would be required to reduce the balance in the Cooperative Bank to within the FSCS protected range of £85,000 and it was **resolved unanimously** to open a cheque account with the NatWest Bank. It was further **resolved** that authorised cheque signatories for the new account would be any two of Cllrs Keel; Breeze; Robinson and Gouge.

**F21.18/19 NETT POSITION BY COST CENTRE & CODE SUMMARY** – Noted

**F22.18/19 BANK RECONCILIATION** - The bank reconciliation for all accounts to the end of September was noted and accepted by the Committee.

**F23.18/19 FORECAST INCOME AND EXPENDITURE TO YEAR END** – The report was unavailable but the Clerk reported that the budget for street lighting improvements (LED conversions) had not yet been used. It was resolved to order the replacement of 15 street lamps on Brookfield and Breidden Way, leaving a budget for five additional 'windfall' replacements. Any unspent budget will be allocated in February.

Signed.....

Date.....

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**F24.18/19 REVIEW OF ASSET TARGETS AND RESERVES** – The Clerk proposed that the John Deere tractor be considered for replacement in the next 12 months due to rising maintenance costs. She confirmed there is a reserve of £7,000 available in the Asset Renewals Reserve Fund. It was resolved to obtain a report on its life expectancy at the next scheduled service.

It was resolved to obtain an up to date estimate for the replacement of the astro turf carpet in order to ensure there is sufficient reserve available at the end of its useful life.

**F25.18/19 BUDGET PREPARATION TIMETABLE AND REQUIRED ADJUSTMENTS** – The Clerk reported that a draft budget would be presented to Full Council on 26 November for discussion and any amendments incorporated into a final budget for approval at the 28 January 2019 Full Council meeting.

It was noted that an allocation of time will be required to deal with GDPR and that a review of hours for the handypersons was required as previous estimates had not allowed for holiday cover, training or meetings with the Clerk. Further discussion was deferred to the confidential section of the meeting.

**F26.18/19 3-YEAR BUDGET FORECAST** - The Clerk observed that the 3 year plan would need to follow from a discussion on Strategic Planning, scheduled for 12 November and make reference to the results of the recent Community Led Plan results. It was agreed to defer this discussion until a later date.

**F27.18/19 APPOINTMENT OF FINANCIAL SPOT CHECKER** – It was **resolved** that Cllr E Robinson will undertake the monthly spot checks for the next 6 months.

**F28.18/19 FINANCIAL KEY TASKS** – The Committee reviewed the Key Tasks Calendar and agreed the following actions:

Keys to the new office door will be carefully controlled and to be issued to the Clerk; the designated key holder; the Chair and Vice Chair of the Council only. Sealed passwords and computer PINs will be provided to the current Chair.

Copies of bank statements to be sent to the current Council Chair

The Committee authorised additional administrative support of four hours per week up until Christmas to continue the disposal and archiving of old files in accordance with GDPR guidance.

Website structural review to be undertaken to ensure compliance with GDPR guidance

**F29.18/19 PAYMENTS** – The Committee authorised the payment of the invoices tabled by the Clerk

**F30.18/19 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.

**F31.18/19 CONFIDENTIAL MATTERS** –

**Review of allocated staff hours** - It was resolved to bring the confidential summary of hours and recommendations to Full Council for consideration.

**Meeting closed at 8:17 pm**