

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

Minutes of a Finance Committee Meeting held at 7.13 pm on Monday 15 April 2019 in the Memorial Hall.

Present: Cllrs Jones (Vice Chair); Keel; Breeze; Gouge, Clarke and Mrs Robinson

In attendance: Caroline Higgins Clerk.

F48.18/19 APOLOGIES – The Committee accepted apologies from Cllr Parkhurst due to work commitments.

F49.18/19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST – No declarations beyond those recorded in accordance with the Code of Conduct.

F50.18/19 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS – There were no members of the public in attendance at the meeting.

F51.18/19 MINUTES OF PREVIOUS MEETINGS - The minutes of the Finance Committee meeting held on 14 January 2019 were approved unanimously as a true record.

F52.18/19 CLERK'S REPORT & MATTERS ARISING –The Clerk tabled a list of existing and proposed new direct debit arrangements. It was **resolved** to set up new direct debits with Water Plus for the annual surface drainage charge for the Longmeadow toilets and with SSE for three electricity accounts for the Parish buildings. It was **resolved** to continue with existing direct debit arrangements with Veolia, XLN Ltd, CPRE, the Information Commissioner's Office and Water Plus for water and drainage for the three Parish Council buildings, (office, pavilion and youth and community building).

The bank charges levied by Unity Trust Bank on the Current Account were noted and it was agreed to investigate what would be required to close the Current Account and operate the Instant Access Account as a stand-alone product. (*Note the Current Account enables the Instant Access Account to be operated online*).

F53.18/19 FINANCIAL POSITION BY COST CENTRE & CODE SUMMARY – The Committee noted the financial position at the end of March 2019 with reserves of £318,793.35 carried forward into the new financial year.

The Committee authorised a new cost code for the We Don't Buy Crime (SmartWater) project.

Cllr Clarke queried the level of the LJC Reserve, which he thought was higher than shown. It was noted that the LJC reserve for the Oakland Community Hub had been amalgamated with other reserves for the Community Hub but agreed that this reserve be clearly identified and transferred to the LJC reserve account.

It was noted that the recharge to the Bowling Club had been issued in March but was currently outstanding which made this cost code appear over budget at the year end.

It was agreed to review the structure of the accounts to make analysis easier.

It was agreed to investigate whether read only access to the Scribe accounts package could be made available to the Finance Committee.

- F54.18/19** **BANK RECONCILIATION** - The bank reconciliation for all accounts to the end of March 2019 was noted and agreed by the Committee.
- F55.18/19** **ANNUAL RETURN** - The Committee noted recent changes to the procedure for approval and submission of the Annual Return, which is a responsibility of Full Council.
- F56.18/19** **REVIEW OF INVESTMENT AND RESERVES STRATEGY** – The Committee resolved to note the written report prepared by the Clerk and to carry the item forward for review in July. It was noted that the Committee had been asked by Full Council to give its recommendations in October 2017 for approval by Full Council.
- F57.18/19** **REVIEW OF KEY FINANCIAL TASKS** – The following actions were identified
- Update bank mandate following Annual Council Meeting to include the new Chair as a cheque signatory (Clerk)
 - Approval of Strategic Plan (Full Council)
 - Complete review of Council policies (Cllr Hudson/Full Council)
 - Review investment strategy and policy (Finance Committee / Full Council)
- F58.18/19** **PAYMENTS** – A list of payments becoming due in April was presented by the Clerk and approved by the Committee, including April salaries and deductions.
- F59/18/19** **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.
- F60.18/19** **CONFIDENTIAL MATTERS** – The Committee reviewed the confidential quotations for playing pitch renovations. It was noted that some suppliers had failed or declined to submit compliant quotations and only one supplier was able to offer a comprehensive and competitive package of services including weed spraying; scarifying; over-seeding; fertilising and sanding of pitches. It was agreed that the contract for all of these activities would be awarded to Maxwell Amenity, (trading as Amenity Land Services) for a total cost of £7,100.

Meeting closed at 8:17 pm