

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 11 March 2015 at 6:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Richard Freeman and Graham Harvey
- F14/29 **Apologies for absence and Declarations of Interest**
Apologies were received from Councillors Kay Milford and Peter Rose.
- F14/30 **Minutes of Previous Meeting**
Minutes of the meeting held on 26 November 2014 were agreed and signed.
- F14/31 **Matters arising from the November Minutes**
31.1 District Councillor Grant monies – Members noted that D Cllr Felton had offered funding towards the training for the defibrillator. However it was agreed that full funding was available from the Crix Green Mission Trust for this purpose so it was suggested that D Cllr Felton may wish to fund another project instead.
31.2 Rental Agreements with FKS Schools/ Football Clubs for playing field – It was agreed that the Clerk would draft new Agreements for consideration at the next full council meeting.
31.3 Account with Chandlers Material Supplies Ltd in Chelmsford – Members agreed that the Clerk should set up an account with this building supplies company who offered competitive prices and free delivery.
31.4 Felsted Events Committee – It was agreed that the Clerk should request a copy of the Committee's audited accounts for Audit/PC records.
- F14/32 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliation records for November, December 2014 and January, February 2015 and the PAYE records for December 2014 and January, February 2015.
- F14/33 **Review of Accounts for the current year to date**
Councillors studied the 'Budget Comparison' prepared by the Clerk. They noted that the expenditure figures now included the full cost of projects where grants were received rather than the net figures used previously. The following amendments were noted:
33.01 Receipts
Allotment rents – Members noted that all the allotment rents for 2014-15 had now been received, totalling £1729.
VAT Repayment Claim – Members noted that a repayment of £12,900.14 had been received. A further claim would be submitted for the period up to 31 March 2015.
Grants – Members noted receipt of the following grants: £550 from UDC towards the cost of cleaning the War Memorial, £3500 from UDC towards the cost of repairing the pavilion and £4480 from Locality towards Neighbourhood Plan costs.
33.02 Payments
Members noted the following variations to the 2014-15 Budget :
 - Clerk's Expenses – Actual total £1,038 **(+ £238)**
 - Street Lighting maintenance – Actual total £2,981 **(- £500)**
 - Administration costs – Actual total £6,429 **(- £1900)** including newsletter printing reduced by -£650, website -£500 and training -£260.

- Maintenance and repairs – Actual total £20,618 (- £1152) including grass cutting reduced by -£975, green waste collections -£320, allotment water supply -£450, village attendant +£400 and war memorial +£500.
- New street lights – Budget not spent (- £1000)
- Neighbourhood Plan costs – Not previously included in budget (+ £4480)

The above variations result in total income of £112,330 and expenditure of £127,490 and would give a closing balance of £115,174 which is just over £500 more than anticipated in the original budget forecast for 2014-15.

F14/34 **Review of Proposed Budget/ Projects for 2015-16**

Members reviewed the list of projects considered at the November meeting and noted that the cost of improving the drainage for the football pitches would need to be added along with possible projects arising from the Neighbourhood Plan consultation exercise. The costs for these additional projects were not yet known.

F14/35 **Review and Approval of Financial Risk Assessment and Fidelity Guarantee**

Members studied the Financial Risk Assessment in detail and formally agreed the content. The Clerk would amend the 'next review dates' as agreed, with the majority being due in March 2016.

F14/36 **Other items discussed**

36.1 Felsted Rovers rent of playing field – It was agreed that this should be reviewed at the September council meeting with a view to considering if the rent should be waived for a set period (possibly 3 years) to encourage this village team.

F14/37 **Next Meeting**

The meeting closed at 7.00pm.

The next meeting will be held on Wednesday 3 June at 7.00pm

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Committee Chairman

3 June 2015