

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 11 July 2018 at 5.00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey, Alan Mackrill, Frances Marshall Peter Rose and Stephanie Woodhouse.
- F18/07 **Apologies for absence and declarations of interest**
All Councillors were present. Cllr John Moore declared a non-prejudicial interest in Item F18/13 (Felsted Friendship Club).
- F18/08 **Minutes of the meeting held on 2 May 2018**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F18/09 **Matters arising from the May meeting**
09.1 Installation of safety surfacing at Bannister Green and Willows Green play areas (Item F18/03.3) – There had been further delays with the installation of the wetpour surface but the work had finally been completed the previous week. However 2 large bags of rubbish still needed to be removed from the Willows Green play area. It was agreed to delay settling the account until this had been removed. [CLERK'S NOTE: Rubbish removed 13 July, play area checked and invoice paid on 16 July]. Members recorded their dissatisfaction with the time taken to complete these works. The initial delay in starting because of extreme weather was accepted but it had then taken 2 months (17 May to 13 July) to complete these comparatively minor and straightforward works.
- F18/10 **Bank Reconciliation and PAYE records**
The Chairman checked and signed the Barclays Bank Reconciliations for March, April and May 2018 and the PAYE records for March, April, May and June 2018. The Chairman also checked and signed the first statement from Metro Bank (May 2018) for the Nature Area funds.
- F18/11 **Consideration of Internal Auditors Final Report for 2017-18**
Members studied the Report and in particular noted the following:
 1. Finding 5 - Financial Risk Assessment Review (next due October 2018) should include reference to the GDPR and its impact on legal and IT risks.
 2. Finding 5 - The Clerk had reviewed the Fidelity Guarantee cover at the 2017-18 year end and this had subsequently been increased to include the Nature Area funds.
 3. Finding 8 – The Clerk had traced the payment trail for allotment plot 5A and found no problems. She had sent the documentation to the auditor. It was agreed to ask the Auditor to confirm that this was in fact in order.
- F18/12 **Staff matters**
12.1 Vacancy for Assistant Clerk – The Clerk and Cllr Frances Marshall had met and discussed the requirements for the new Assistant Clerk. It was proposed that they be engaged for 10 hours per week initially with a view to eventually becoming Clerk when the current Clerk retires. The position would be advertised in early September using local newspapers and the EALC. The HR Working Group would 'fine tune' the requirements and duties prior to the advertising.
12.2 Review of Clerk's pension arrangements – The recent increase in the Clerk's salary had taken her into the auto enrol band for workplace pensions. The Clerk repeated that she did not wish to join a pension scheme because of her impending retirement and it was agreed that she would obtain an information pack and proceed accordingly.
- F18/13 **Consideration of 2018-19 Schedule of Donations**
Cllr John Moore declared a non-prejudicial interest and took no part in the discussion relating to the Felsted Friendship Club donation. After some discussion Members agreed the following schedule for 2018-19:
Royal British Legion Poppy Appeal - £ 75

East Anglian Children's Hospice	- £ 200	
Uttlesford Citizens Advice Bureau	- £ 200	
Essex Air Ambulance	- £ 225	
Felsted Friendship Club	- £ 300	TOTAL £1000.00

F18/14

Review of accounts for the current year to date

Members studied the Budget Comparison to 11 July 2018 which had been prepared by the Clerk. The following points were highlighted:

INCOME

a) Felsted Playing Field Group – Residual funds of £4426 had been passed to the PC.

EXPENDITURE

a) Tax and National Insurance – Payments would increase following the increase in the Clerk's salary w.e.f. 1 April 2018.

b) Woodleys Car Park – A figure of £3726 was added to cover the cost of resurfacing the car park entrance.

c) Felsted Neighbourhood Plan – Members confirmed that no further grant was likely to be required as the NP process reached its conclusion.

d) Playing Field Car Park – A figure of £2250 was added to cover the cost of installing a passing place in the access road to the car park (Jollyboys Lane North).

e) Additional play equipment - This figure was increased to £9500 to cover the balance due on the delayed safety resurfacing project at Bannister and Willows Green play areas.

Members noted that the 2017-18 year end balance was only marginally (£83) below the External Auditor's maximum recommended reserve (twice Precept) and that this figure had been gradually increasing over recent years. The budget figures for 2018-19 were likely to reduce the year end balance by around £15,000 which would return the figure to its former level.

F18/15

Proposals for future Agenda

15.1 Councillor training – The Clerk agreed to look into the possibility of holding a further training session from EALC for all Councillors.

15.2 Replacement of bench and litter bin in Braintree Road – It was suggested that the bench and litter bin on the way to the Primary School were old and their condition was deteriorating so they should be replaced. This would be considered further at the next meeting.

Next Meeting

The meeting closed at 6.06 pm.

The next meeting would be held on 10 October 2018 at 5.00pm

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Chairman

10 October 2018