

## FELSTED PARISH COUNCIL

### Minutes of the Finance Committee Meeting held on 11 October 2017 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey and Frances Marshall.
- F17/18 **Apologies for absence and declarations of interest**  
Cllrs Peter Rose and Stephanie Woodhouse were not in attendance. There were no declarations of interest.
- F17/19 **Minutes of the meeting held on 12 July 2017**  
The Minutes of the meeting were agreed and were signed by the Chairman.
- F17/20 **Matters arising from the July meeting**  
**20.1 Beacon (Item F17/11.1)** – Members noted that the beacon had been erected a few weeks ago and the invoice was awaited.  
**20.2 Purchase a 2 Defibrillators and cabinets (Item F17/11.2)** – Members noted that the 2 defibrillators were now operational and this had been advertised on the PC website and in Interface magazine.  
**20.3 Purchase of office equipment (Item F17/11.3)** – Members noted that the new laptop was working well and the Clerk had purchased a backup device, as previously agreed. The Clerk had attempted to source a new black and white printer but found a limited selection available in electrical stores. She would search online for a suitable printer.  
**20.4 Donation to Essex Air Ambulance (Item F17/15)** - Members noted that Felsted United Charities made annual donations to this charity but it was agreed that the PC should also make a separate donation, as agreed at the July meeting.
- F17/21 **Bank Reconciliation and PAYE records**  
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations and PAYE Records for July, August and September 2017.
- F17/22 **Consideration of External Auditors Final Report for 2016-17**  
Members were pleased to note that the External Auditors had found the Audit Return to be in order and had made no advisory comments. The Clerk confirmed that the Conclusion of Audit notices had been displayed on the notice boards and website.
- F17/23 **Review of staff Contracts of Employment**  
The Clerk had obtained a copy of the NALC Discipline and Grievance Policy but because of pressure of other work the suggested amendments to the contracts had not yet been considered by the full Council. This would now take place at the November PC meeting. The Clerk agreed to provide a copy of the NALC 'Capability' policies to Cllr Frances Marshall.  
Cllr Frances Marshall had prepared draft staff appraisal forms, based on the ACAS model documents, and these would be circulated.
- F17/24 **Review of accounts for the current year to date**  
Members studied the Budget Comparison to 10 October 2017 which had been prepared by the Clerk and noted the following adjustments to the figures:  
**Income**  
Members noted that the Allotment rents were due on 1 October but details would not be available until the November bank statement was received.  
**Expenditure**  
Hedge and tree cutting – The figure was increased to £2100 to include the cutting of hedges at the allotments and the playing field which had just been approved.  
Playbark at Children's Play Area – The figure was increased to £3300 to include the playbark top up which had just been approved.  
Defibrillators – The figure was increased to £75 to cover the cost of the children's

pads which had been purchased.

Donations – The figure was increased to £2300 to include the donation recently made towards the Felsted Primary School Master Plan.

Risk Assessment – The figure was increased to £300 to cover works required by the Legionella Assessment at the pavilion.

These adjustments would result in provisional income of £74,400 and expenditure of £78,485 for the 2017-18 financial year. Actual expenditure to date was £27,755.

F17/25

**Initial consideration of the Precept for 2018-19 and future projects**

Members agreed to provisionally set aside £5000 for expenditure on additional play equipment at the Willows Green play area. It was also agreed to apply for a UDC Community Grant towards the cost of this project (when applications were invited in the next financial year) which would hopefully result in a total budget of about £8,500 for this project. The Clerk would thank the local child who had requested additional equipment for her suggestion and inform her of the anticipated timetable. It was expected that the Precept for 2018-19 would remain at the same level as in previous years at £70,000, to include the LCTS grant. Councillors would be meeting informally in January 2018 to discuss other possible future projects.

F17/26

**Urgent matters and future Agenda items**

None

**Next Meeting**

The meeting closed at 6.05 pm.

At the request of the Chairman, it was agreed to change the date of the next meeting to Wednesday 22 November 2017 at 5.00 pm.

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Chairman      22 November 2017