

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 12 July 2017 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey (left during Item F17/16), Frances Marshall and Stephanie Woodhouse.
- F17/09 **Apologies for absence and declarations of interest**
Apologies for absence had been received from Cllr Peter Rose. There were no declarations of interest.
- F17/10 **Minutes of the meeting held on 3 May 2017**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F17/11 **Matters arising from the May meeting**
11.1 Beacon (Item F17/03.1) – The Clerk had spoken to AJB Engineering and they had agreed to supply the beacon by 31 August 2017.
11.2 Purchase a 2 Defibrillators and cabinets (Item F17/03.2) – There had been a delay with the volunteer electrician installing the defibrillators but work had now commenced at the Primary School site.
11.3 Purchase of second hand commercial printer (Item F17/03.3) – A new laptop had been purchased and the Council records were being transferred across to it. The Clerk would shortly be purchasing a new black and white printer and a backup device.
11.4 Hire of MUGA (Item F17/03.4) – The current hire agreement had ended and it was not known if it would be repeated next year.
- F17/12 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations for April, May and June 2017 and the PAYE Records for May and June 2017.
- F17/13 **Consideration of Internal Auditors Final Report for 2016-17**
The report had been circulated and Members noted the seven recommendations at the end of the report. Five of these had already been actioned (continue previous year end timetable / reclaim outstanding VAT as at 31.3.2017 / Minute that the Council had complied with the external auditor's requirements when it completed its Annual Governance Statement and consider new guidance when the Council reviewed the Annual Risk Assessment and updated the Asset Register). The Contracts of Employment would be reviewed later in the meeting and it was agreed to consult the internal auditor, regarding possible implications for the Council's finances, when the Section 106 Agreement was implemented with Enodis.
- F17/14 **Review of staff Contracts of Employment**
Members studied the 2014 Contracts of Employment for the Clerk and the Assistant Clerk. It was agreed:
- a) to undertake annual appraisals (Item 11) in January/February each year.
Cllr Frances Marshall agreed to download model staff appraisal forms from the ACAS website and draft suitable forms for the Council based on these.
 - b) that the Clerk would obtain a copy of the NALC Discipline and Grievance Policy (Item 20.3)
 - c) that the Council's Disciplinary Panel (Item 20.3) should consist of the members of the H R Committee at the time
 - d) that the Council's Appeals Panel (Item 20.3) should consist of the Council Chairman, another Councillor and an Independent local person.
 - e) that Item 18 (Pensions and Gratuities) should be amended to read "The Workplace Pension Scheme (Pensions Act 2008) applies to staff who meet the required criteria."
- These amendments would be considered at the September full Council meeting

and Appendices, reflecting the amendments, would then drafted to be added to the original Contracts.

F17/15

Consideration of 2017-18 Schedule of Donations

The Clerk had prepared a list of previous donations and it was agreed that the following donations would be made in 2017-18:

East Anglian Children's Hospital	£200
Uttlesford Citizen's Advice Bureau	£200
Essex Air Ambulance	£200
Felsted Friendship Club	£100
British Legion Poppy Appeal	£ 75

Donations totalled £775 out of the £800 provisionally allocated for donations for 2017-18.

F17/16

Review of accounts for the current year to date

Members studied the Budget Comparison to 10 July 2017 which had been prepared by the Clerk and noted the following adjustments to the figures:

Income

Grants - £2000 was added to this section

Expenditure

Professional fees – The £2000 previously allocated was deleted

Stationery and Equipment – The figure was increased to £1400 to include the purchase of the new laptop and printer

Play equipment – The figure was increased from £1000 to £3000

These adjustments would result in provisional income of £74,400 and expenditure of £73,760 for the 2017-18 financial year.

F17/17

Urgent matters and future Agenda items

None

Next Meeting

The meeting closed at 5.45 pm.

The next meeting will be held on Wednesday 11 October 2017 at 5.00 pm.

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Chairman 11 October 2017