

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 12 October 2016 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey (entered during Item F16/20.2), Frances Marshall, Peter Rose and Stephanie Woodhouse.
- F16/18 **Apologies for absence and declarations of interest**
No apologies or declarations of interest had been received..
- F16/19 **Minutes of the meeting held on 13 July 2016**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F16/20 **Matters arising from the July meeting**
20.1 Beacon (Item F16/10.1) – Members noted that the full Council had accepted a quotation from A J B Engineering to construct and install a beacon and the work would be completed shortly.
20.2 Felsted Events Committee - Contribution towards village projects (Item F16/10.2) - Members noted that Richard Silcock would be placing an order for the defibrillator, to be sited outside the Primary School.
20.3 Separate account for PC Reserve funds (Item F16/13) – Members continued to monitor the situation but noted that interest rates were continuing to fall so no action was appropriate at this time. It was however agreed that at least part of the Nature Area funds should be placed in an interest bearing account when they were received in due course.
- F16/21 **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 2016.
- F16/22 **External Auditors Report for 2015-16**
Members were pleased to note that the External Auditor had made no advisory comments on the Audit Return for 2015-16. It was agreed to continue the process of agreeing the Audit Return at the May Council meeting in the future.
- F16/23 **Review of Accounts for the current year to date**
Members studied the Budget Comparison prepared by the Clerk and noted the following amendments:
INCOME
Playing field rent – The full Council had reviewed the rent payable by the football clubs and agreed that each club should pay £250 for the 2016-17 season. The Council had also recently received a cheque for £500 as a donation, from Horizon Construction, for the facility to park their employee's vehicles (maximum 10 per day) in the playing field car park, for the duration of the works to Abbeyfield Nursing Home.
EXPENDITURE
Printing newsletter – No decision had yet been made on future production so it was agreed to leave a notional figure of £1000 in the budget.
Stationery – The Clerk explained that replacement printer inks were no longer available from the Council's stationery supplier so she was purchasing them herself (initially from Tesco and now from an internet source) and consequently recording them under 'Clerk's expenses'. Cllr Harvey agreed to investigate the possibility of sourcing a second hand commercial printer for the Council.
Election expenses – The Council had been authorised to fill the existing Councillor vacancy by co-option so no election would be required. The £1500 contingency could therefore be deleted.
Churchyard maintenance – It was agreed that the Clerk would arrange the annual meeting with Felsted School Bursar (Cllrs Harvey and Marshall to attend) and that the School would be asked if they could assist in any way with the future

maintenance of the churchyard. Members noted that the Bursar would be retiring at the end of the school year and it was agreed that the Council should mark the event by sending her a card/flowers at that time.

F16/24

Initial consideration of the Precept for 2017-18 and Future Projects

24.1 Extension to Crix Green Mission – The Trust were still evaluating the viability of this project. Preliminary plans had been drawn up and the Trust were expected to decide at their meeting next week whether to commission full plans. An enquiry to use the building regularly for a nursery had not proved realistic.

24.2 Additional play equipment at Bannister Green - It was agreed to consider including a budget for this in the next financial year.

24.3 UDC Planning Applications – Proposal to go ‘paperless’ – Members noted that this suggestion had been raised by Planning Officers at the UDC Parish Forum meeting last Monday. If taken forward it could have financial implications for the Council (cost of printing/purchase of a projector?). It was agreed to await formal notification from UDC before taking any action.

F16/25

Urgent matters and future Agenda items

25.1 Highway work - It was agreed that the Clerk would report the large potholes on the track beside the Primary School, to ECC Highways. She had already reported the potholes outside the surgery/Chequers which required urgent repair because of their location. The Clerk would also request that the Highway Rangers clear soil and grass which has grown over the pavement from Flitch Green to Felsted.

25.2 Damage to window at Watch House Green bus shelter – Members were disappointed to learn that the new glass window, fitted about 6 weeks ago, had also been broken. The Clerk would notify the Watch House Green Neighbourhood Watch Group of the vandalism and also put an item in Interface highlighting the problem. It was agreed to consider this matter further at the next full Council meeting.

F16/26

Next Meeting

The meeting closed at 6.00 pm. The next meeting will be held on Wednesday 23 November 2016 at 5 pm.

..... Committee Chairman 23 November 2016