

## FELSTED PARISH COUNCIL

**Minutes of the Finance Committee Meeting held on 13 July 2016  
at 5:00 pm in the United Reformed Church Hall, Committee Room.**

- Present** Councillors John Moore (Chairman), Frances Marshall and Peter Rose.
- F16/8 **Apologies for absence and declarations of interest**  
Apologies had been received from Cllrs Graham Harvey and Stephanie woodhouse. There were no declarations of interest.
- F16/9 **Minutes of Previous Meeting**  
Minutes of the meeting on 4 May 2016 were agreed and signed.
- F16/10 **Matters arising from the May meeting**  
**10.1 Beacon (Item F16/3.1)** – Members noted that 2 quotes had been received to install a beacon and a third quotation was awaited. This matter would be considered at the next full Council meeting.  
**10.2 Felsted Events Committee - Contribution towards village projects (Item F16/3.2)** - Members noted that the Prep School had recently decided not to site their defibrillator externally (because of insurance/liability issues). Richard Silcock had suggested that an external defibrillator should be sited outside the Primary School, to provide cover not only for the school but for residents in a different area of the parish. The Primary School had welcomed this suggestion and members also endorsed the idea. This matter would be considered at the next full Council meeting.  
**10.3 Felsted Neighbourhood Plan Group funding (Item F16/3.3)** – It was noted that the FNPG had received a grant of £2500 from the Council with a further £2500 being set aside for payment later in the year.  
**10.4 Play equipment at Ravens Crescent Play area and outdoor gym equipment at the Playing Field (Item 16/6)** – These matters were being pursued by the full Council.
- F16/11 **Bank Reconciliation and PAYE records**  
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations for April, May and June 2016 and the PAYE Records for May and June 2016.
- F16/12 **Internal Auditors Report for 2015-16 and Letter of Engagement**  
Members studied the Report and noted the following items:  
  1. The timetable for approving the Audit Return had been amended to provide more time for the Audit papers to be checked.
  2. The Councils Accounts had been published on the website in line with the requirements of the Transparency Code.
  3. The Council's Financial Regulations and Standing Orders were in the process of being revised in accordance with the new model Financial Regulations published by NALC
  4. The Clerk had decided not to request a Workplace Pension and the Asst Clerk was not eligible for the scheme
  5. Fidelity Cover had been considered adequate following production of the year end accounts
  6. The Register of Assets had been updated to reflect current insurance values

Members noted and accepted the contents of the Internal Auditor's Letter of Engagement.
- F16/13 **Opening a separate interest bearing account for PC Reserve funds**  
The Clerk had discussed this suggestion with the Internal Auditor. Ideally reserve funds should be held in an interest bearing account but with interest rates at such a

low level the administrative costs and time spent on transferring money between accounts was likely to outweigh the benefit of any interest received. Members agreed to continue to monitor the situation, but take no action at this time.

F16/14

**2016-17 Schedule of donations**

Members studied the Schedule of Donations (including donation requests received) which had been prepared by the Clerk. It was agreed to make the following donations in 2016-17: British Legion Poppy Appeal £50, Uttlesford Citizen's Advice Bureau £200, Essex Air Ambulance £200, East Anglian Children's Hospice £200 and Farleigh Hospice £100. Total £750.

F16/15

**Review of Accounts for the current year to date**

Members studied the Budget Comparison prepared by the Clerk and noted the following changes:

**INCOME**

**Playing field rent** - With the closure of FKS Schools and the decision to waive the playing field rent from the football clubs, members noted that no income was likely to be received under this heading in 2016-17. It was agreed that the latter should be reviewed by the full Council later in the year

**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.

**Professional fees** – It was agreed to reduce this contingency figure to £2000

**Website fees** – It was agreed to reduce this figure to £500 (in line with actual costs last year)

**Election expenses** – With an expected Councillor vacancy it was agreed to include £1500 for election costs should an election be required.

**Play equipment repairs** – It was agreed to increase this figure to £1500

**Pavilion repairs** – Having carried out an extensive refurbishment two years ago it was agreed to reduce this figure to £100.

**Gritting** – Because of recent mild winters this budget had not been required. It was accordingly agreed to reduce the figure to NIL for 2016-17.

**Additional play equipment** – It was agreed to include a budget of £5000 for additional play equipment during 2016-17.

**Churchyard maintenance** – The Council were expecting to take over responsibility for maintenance of the churchyard in Autumn 2016 (date to be confirmed). It was agreed that an annual budget of around £5000 would probably be required for this maintenance but as only 5 or 6 winter months would be included in the current financial year it was agreed to budget £1000 for 2016-17. It was agreed that the Clerk would contact Nick Day at Felsted School to establish where the Riche graves were located within the churchyard and whether the School would be willing to undertake the ongoing upkeep of this area.

**Nature area** – Although the Council were expecting the Nature Area to be handed over to them shortly, separate funds would also be received for its development and upkeep. It was therefore agreed that no funding would be required for this project from existing Council funds.

**Improvements to Crix Green Mission** - Members agreed not to include a budget for this project at this time as further evaluation work needed to be completed before the project could be taken forward.

F16/16

**Future Agenda items**

No matters were raised

F16/17

**Next Meeting**

The meeting closed at 6.20 pm. The next meeting will be held on Wednesday 12 October 2016 at 5 pm.

..... Committee Chairman 12 October 2016