

## FELSTED PARISH COUNCIL

### **Minutes of the Finance Committee Meeting held on 9 July 2014 at 5:00 pm in the United Reformed Church Hall, Committee Room.**

- Present** Councillors John Moore (Chairman), Richard Freeman and Kay Milford
- F14/6 **Apologies for absence and Declarations of Interest**  
Apologies were received from Councillors Harvey and Rose. There were no Declarations of Interest.
- F14/7 **Minutes of Previous Meeting**  
Minutes of the meeting on 4 June 2014 were agreed and signed.
- F14/8 **Bank Reconciliation and PAYE records**  
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliation and the PAYE Records for June 2014.
- F14/9 **Consideration of Internal Auditor's Report for 2013-14**  
Members discussed the Report in detail and were pleased to note a continued improvement in the Council's financial procedures. The 5 'Recommendations' at the end of the Report were discussed in detail :  
**Recommendations 1 and 2** - Members noted that Cllrs Moore and Thawley were in the process of reviewing the Council's Standing Orders and Financial Regulations and hoped to have this completed for consideration at the August Council meeting.  
**Recommendation 3** – Members noted that the Clerk was in discussion with Steve Barnard regarding the submission of his invoices (and the detail thereon) but they were satisfied that he was correctly employed as a contractor and not as an employee.  
**Recommendation 4** – Members noted that the Fidelity Guarantee Insurance cover would be reviewed at the next Finance Committee meeting, in October, as part of the Financial Risk Assessment Review.  
**Recommendation 5** – The Asset Register had been updated and provisionally approved at the May Council meeting but further updates (relating to the possible inclusion of The Green at Bannister Green, Willows Green Playing Field and the Crix Green Mission and Mission House) were ongoing. The Clerk would confirm that the Crix Green Mission Trust insures both the Mission Hall and the attached house.
- F14/10 **Consideration of 2014-15 Schedule of Donations**  
Members considered the list of donations made since April 2012, which had been prepared by the Clerk. After some discussion the following provisional schedule of donations were agreed for 2014-15 - £300 Uttlesford Citizens Advice Bureau, £200 Essex Air Ambulance, £50 British Legion Poppy Appeal and £165 Felsted Brownie Pack. Total £715.  
It was agreed that the Clerk would confirm if Felsted Brownies required ongoing financial assistance.

F14/11

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

Councillors studied the 'Budget Comparison for 2014-15' prepared by the Clerk and noted the following amendments:

**11.01 Receipts.** Members noted that 2 grant applications had been approved since the 2014-15 Budget had been set. £184 UDC Members Grant had been received (towards the cost of 1000<sup>th</sup> Meeting photos) and £15,000 ECC CIF Grant would be claimed towards the cost of the new playing field car park. A refund of £210 had also been received from UDC in respect of the Green Waste collections.

**11.02 Payments.** Members noted the following significant variations to the expenditure forecast :

- Rent for Storage Unit – Because no payment was made during 2013-14, two payments would be due during the 2014-15 financial year **(+ £300)**
- Pavilion Repairs – A quotation had now been accepted for this work at £9601 and a grant of up to £3500 applied for **(+£8,601 or +£5,101** depending on grant decision)
- Hire of Big Screen for the Tour de France – This was not included in the original budget **(+ £3,527)**
- Village Centre Toilets – The Council had agreed not to proceed with this project so the projected budget could be re-allocated **(- £11,200)**
- Refurbishment of War Memorial – UDC had offered a grant of up to £550 towards the cost of cleaning the Memorial but other improvement works were likely to cost up to £2500. It was agreed to ask the District Councillors to consider using their Members Grant to contribute to this project. **(+£2500)**

Projected expenditure increases therefore totalled between £11,428 and £14,928 (depending upon grant decisions) whilst projected expenditure reductions amounted to £11,200.

F14/12

**Next Meeting**

The meeting closed at 5.55pm.

The next meeting will be held on Wednesday 22 October 2014 at 5.00pm (Note change of date).

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Committee Chairman

22 October 2014