

## FELSTED PARISH COUNCIL

### **Minutes of the Finance Committee Meeting held on 8 July 2015 at 5:00 pm in the United Reformed Church Hall, Committee Room.**

- Present** Councillors John Moore (Chairman), Graham Harvey, Frances Marshall and Stephanie Woodhouse.
- F15/8 **Apologies for absence and declarations of interest**  
Apologies for absence had been received from Peter Rose. There were no declarations of interest.
- F15/9 **Minutes of Previous Meeting**  
Minutes of the meeting on 3 June were agreed and signed.
- F15/10 **Matters arising**  
**10.1 District Councillor Grant (Item F15/3.2)** – Members were pleased to note that the £200 UDC Members grant from District Councillor Felton had now been received.  
**10.2 Felsted Events Committee Audited Accounts (Item F15/3.3)** – The Clerk agreed to chase the receipt of a copy of their audited accounts via their Chairman, Richard Silcock.
- F15/11 **Bank Reconciliation and PAYE records**  
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations for May and June 2015 and the PAYE Records for June 2015.
- F15/12 **Consideration of Internal Auditors Report for 2014-15**  
Members considered the Report and noted the 4 recommendations as follows:  
12.1 Recovery of VAT up to 31 March 2015 – The Clerk had already submitted a repayment claim.  
12.2 Review Financial Risk Assessment and Fidelity Guarantee during 2015-16 (Incorporating guidance from the new Practitioners Guide) - Scheduled for the March Finance Committee meeting.  
12.3 Review the Asset Register by 31 March 2016 (incorporating guidance from the new Practitioners Guide) – Scheduled for the March Finance Committee meeting.  
12.4 Review the arrangements required to implement the new workplace pensions regulations (FPC already registered with the scheme and the government have set an implementation date during 2017).  
Members thanked the Clerk for keeping the Council's financial records so conscientiously.
- F15.13 **Consideration of 2015-16 Schedule of Donations**  
Members studied the Donation List prepared by the Clerk covering the period 2012-2014. After some discussion it was agreed to set aside the following amounts during the current financial year: Essex Air Ambulance £200, Uttlesford CAB £300, British Legion Poppy Appeal £50. The remaining £200 in the Donation Budget would be held in reserve pending the receipt of any applications.
- F15/14 **Review of Accounts for the current year**  
Members studied the Budget Comparison prepared by the Clerk and noted the following amendments to the original Proposed Budget figures for 2015-16:  
**INCOME**  
**14.1 Precept and LCTS Grant** – Whilst still totalling £70,000 the respective figures

had now been confirmed as Precept £66,443 and LCTS Grant £3,557.

**14.2 Playing Field rent** – With the closure of FKS Schools this figure would reduce to £500. (- £2400)

**PAYMENTS**

**14.3 Income tax and NI** – This figure would increase to £360. (+£340)

**14.4 Training** – With 3 new Councillors attending training courses this would increase to £600. (+£200)

**14.5 CCTV camera's** – To date £1010 had been spent on the new contract and repairs. The total annual budget was likely to increase to £1500. (+£1500)

**14.6 Playing Field** – The removal of the 'small pavilion' and the wooden Adventure Trail from FKS Schools and re-siting on the Playing Fields would cost at least £1000. (+£1000)

**14.7 Play equipment repairs** – Repairs to the zip wire, wet pour and roundabout would result in additional expenditure (+£650)

**14.8 Council property** – Signage and installation of windows in the 2 bus shelters will increase the budget to £1000 (+£650)

**14.9 Parking Enforcement** – Felsted School had agreed to pay 50% of the cost from October 2015 (-£800)

**14.10 Playbark** - This was likely to need topping up later this year (+£1000)

**14.11 Footpath map** – Reprinting of the map will cost around £1500 (+£1500)

**14.12 New street lights** – It had been agreed to erect a new street light in Garnetts Lane (+£2070)

**14.13 New notice board** – The new notice board outside Linsells was likely to cost around £2500. (+£2500)

These amendments would give the Council an annual income of £72,400 and an annual expenditure of £65,510.

F15/15 **Other matters**

It was agreed to advertise the availability of the MUGA for hire on the Council website, to encourage bookings and income for the Council.

F15/16 **Next Meeting**

The meeting closed at 6.25 pm.

The next meeting had been scheduled for 14 October but the Chairman would not be available on this date. It was therefore agreed to reschedule the meeting to 21 October at 6pm.

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Committee Chairman  
21 October 2015