

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 21 November 2018 at 5.00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey, Alan Mackrill, Frances Marshall and Peter Rose.
- F18/25 **Apologies for absence and declarations of interest**
Apologies had been received from Cllr Stephanie Woodhouse. There were no Declarations of Interest.
- F18/26 **Minutes of the meeting held on 17 October 2018**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F18/27 **Matters arising from the October meeting**
27.1 Vacancy for Assistant Clerk (Item F18/18.2) – Members noted that the position had now been filled.
Peter Watson would retire on 31 December. It was agreed that he would be instructed to delete all Parish Council documents from his personal laptop and would sign to confirm that this had been done.
27.2 Back up procedures (Item F18/20) – The Clerk explained that she backed up all data to an external hard drive on the first Monday of each month. It was agreed that a new laptop (and appropriate packages) would be purchased for the new Assistant Clerk and a new dedicated e-mail address would also be set up (asstclerk@felsted-pc.gov.uk). Back ups would be done to the Cloud.
- F18/28 **Bank Reconciliation and PAYE records**
The Chairman signed the PAYE records for October and November 2018. There were no new bank reconciliations to sign.
- F18/29 **Review of Asset Register (including land values)**
Revised land values were awaited from Cllr Chris Woodhouse. It was suggested that the exact size of the Nature Area could be calculated using Google Earth plotting points. The land values would be considered further at the next meeting.
- F18/30 **Review of accounts for the current year to date**
The Clerk detailed changes to the accounts since the last Budget Comparison spreadsheet, which had been prepared up to 15 October 2018. The following points were highlighted:
1. Nature Area Income and Expenditure
It was agreed that all income and expenditure for the Nature Area should be taken out of the Budget Comparison so that it did not confuse the Precept figures. A separate Income and Expenditure Account would be provided for the Nature Area to be considered separately at future Finance meetings.
2. Woodleys Car Park resurfacing
Following the resurfacing works a dip had formed near the join of the new and existing surfaces which created a deep puddle at times of wet weather. The Clerk would notify Ted Anderson and seek his advice to rectify the problem.
- F18/31 **Consideration of Precept for 2019-20**
At the last meeting Members had noted the following possible expenditure requirements in 2019-20:
- May 2019 Election costs (figures not yet available from UDC)
- Update play areas and equipment. Consider replacing wooden fencing and gates with more durable metal fencing.
- Highways Devolution pilot scheme (costs not yet known)
- Special Constable sponsorship

Members added the possibility of providing tablets (ipad or similar) for Councillors to use at meetings to reduce paper usage and the merit of setting up dedicated e-mail addresses for all Councillors. The Clerk would investigate whether any grant funding was available for switching to this modern technology.

It was suggested that two larger schemes might also be revisited, namely the provision of village centre toilets and a larger/additional village centre car park. Because of the problem of identifying suitable sites for these projects it might not be possible to deliver them in the next financial year (or at all) but it was agreed that the Council should again discuss the viability of delivering these projects.

The possibility of developing additional parking at Lime Walk would be raised when the PC Chairman and Vice Chair next met the Felsted School Bursar.

F18/32 **Internal Auditor Terms of Engagement**

Members considered the Terms of Engagement letter and noted an increase in the charges (the first for many years). Members agreed the Terms of Engagement but decided to consider an effective 'disaster recovery strategy' in more detail at the next meeting.

F18/33 **Other Urgent matters**

1. Barclays Information Request Form – To update their records Barclays had requested updated contact information and other details. The Clerk had completed the Form which was signed by Cllr Graham Harvey as Chairman of the PC.

Next Meeting

The meeting closed at 6.08 pm.

The next meeting will be held on Wednesday 27 February 2019 at 5.00pm

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Chairman

27 February 2019