

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 21 October 2015 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey (entered during Item F15/21), Frances Marshall, Peter Rose and Stephanie Woodhouse (left after Item F15/22).
- F15/17 **Apologies for absence and declarations of interest**
There were no apologies for absence or declarations of interest.
- F15/18 **Minutes of Previous Meeting**
Minutes of the meeting on 8 July 2015 were agreed and signed.
- F15/19 **Matters arising from the July Minutes**
19.1 Felsted Events Committee Audited Accounts (Item F15/10.2) – It was agreed that the Clerk would continue to chase the receipt of a copy of the Committee's audited accounts via their Treasurer, Catherine Wilkes.
19.2 VAT reclaim (Item F15/12.1) – The Clerk confirmed that the VAT reclaim for the period up to 31 March 2015 had now been received (£1715.62) and a further VAT reclaim up to 30 September 2015 had recently been submitted (£2187.10).
19.3 Donations for 2015-16 (Item F15/13) – Members noted that donations of £200 to Essex Air Ambulance and £300 to Uttlesford CAB had now been made and a cheque for £50 to the British Legion Poppy Appeal would be signed at the November Council meeting.
19.4 Publicising availability of MUGA for hire (Item F15/15) – The Clerk confirmed that this was now publicised on the website.
- F15/20 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations for July and September (members were aware that no reconciliation had been undertaken at the end of August – see Full Council Minutes 15/81.1 and 15/100) and the PAYE Records for July, August and September 2015.
- F15/21 **Consideration of External Auditors Report for 2014-15**
Members considered the Report. The Clerk apologised for the transcription error that had occurred in Box 3 of the External Audit Form (£45,278 should have read £46,278). She had spoken to the Internal Auditor regarding this error and it was suggested that there would be more time to double check the figures on the form if the Council approved the end of year figures at their May meeting in future instead of the June meeting which inevitably fell just a few days before the submission deadline. Members agreed that the Year End figures should be considered at the May Council meeting in future.
- F15/22 **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
22.1 Playing Field rent – A payment of £1200 in lieu of notice had been received from FKS Schools (+£1200) and the Council had agreed not to charge the football teams to hire the playing field in 2015-16 (-£500) **(+ £700)**
22.2 Grants - £200 UDC Members Grant had been received from District Cllr Felton and £500 Village of the Year prize money from the RCCE **(+£700)**
22.3 Neighbourhood Plan Grant from Locality – Refund of unspent monies - £153.79 had been returned from the NPSG to the Council and this had in turn been returned to Locality.

PAYMENTS

22.4 Street lighting electricity – An increase in the electricity unit rate would increase this figure to £2050 (**£200**)

22.5 Printing of newsletter (£1000), training (£600), play equipment repairs (£1000) and professional fees (NIL) – It was agreed to leave these figures unchanged at this time. The need to set aside a contingency of £4000 for possible professional fees associated with the UDC/BDC Call for Sites 'Andrewsfield' site would be discussed in full at the November Council meeting.

22.6 Council property – This figure was increased from £1150 to £1500 to cover the purchase of 2 litter bins (**£350**)

22.7 Pavilion – This figure was increased to £1200 to cover the new shower pump installation (**£1200**)

22.8 Miscellaneous – This figure was increased to £315 to cover the cost of soil for Byway 64 (**£315**)

22.9 Playbark – It was agreed to top up the playbark in early March 2016.

22.10 Notice board – A quote had been accepted at a cost of £3500 (**£1000**)

These amendments would give the Council an annual income of £73,954 and an annual expenditure of £68,025.

F15/23

Public Contract Regulations 2015

The Clerk explained that the new regulations required all Councils to advertise any contracts with an estimated value exceeding £25,000 on the Contract Finder website. This change would necessitate an amendment to the Council's Standing Orders and she would circulate a draft amendment for approval at the November Council meeting.

F15/24

Initial Consideration of Precept for 2016-17

Members discussed possible future projects including:

- Repainting the outside of the Book Box at Willows Green
- Applying for grants to part fund the proposed extension to Crix Green Mission which was needed to increase public usage of the building. The estimated total cost of the extension was in the region of £30-35,000.
- Maintenance responsibility for the churchyard after its formal 'closure'.
- Improvement/extension of the Bannister Green play area

F15/25

Other matters

25.1 War Memorial flower troughs – It was agreed that the Clerk should ask the Memorial Hall Committee to remove the 2 stone flower troughs for the Remembrance Day Ceremony.

25.2 Tour de France screen – It was agreed to consider a possible refund of this grant at the next Finance Committee and also establish if the Events Committee were planning to stage an event for the Queen's 90th Birthday in 2016.

F15/16

Next Meeting

The meeting closed at 6.10 pm.

The next meeting would be held on Wednesday 24 November at 5pm.