

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 22 February 2017 at 5:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey and Peter Rose.
- F16/34 **Apologies for absence and declarations of interest**
Apologies had been received from Councillors Frances Marshall and Stephanie Woodhouse. There were no declarations of interest.
- F16/35 **Minutes of the meeting held on 23 November 2016**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F16/36 **Matters arising from the November meeting**
36.1 Beacon (Item F16/29.1) – Work on the beacon had not yet been completed.
36.2 Purchase a 2 Defibrillators and cabinets (Item F16/29.2) - Members noted that the defibrillators and cabinets had now been received. The Doctor's Surgery and the Primary School had both agreed to them being sited on an external wall of their respective premises and an electrician had surveyed the 2 sites for suitability.
36.3 Purchase of second hand commercial printer (Item F16/29.4) – Cllr Harvey's enquiries were progressing albeit at a slow pace. This would be considered further at the next meeting.
36.4 Allotment pest control (Item F16/31) – This matter had been discussed by the full Council and would be reviewed further at the May Council meeting.
36.5 Ravens Crescent play equipment (Item F16/31) – Members noted that work would commence on 27 February.
- F16/37 **Bank Reconciliation and PAYE records**
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliations and PAYE Records for November and December 2016 and January 2017.
- F16/38 **Review of Accounts for the current year to date**
Members studied the Budget Comparison prepared by the Clerk and noted the following updates:
INCOME
'Sundry other receipts' – The figure of £1509.59 consisted of £1000 (Felsted Events Committee £500 and Felsted School £500) towards the cost of the two defibrillators and cabinets, £500 for use of the playing field car park by Horizon Construction and £9.59 refund from E-On re street lighting electricity.
MUGA hire – The Clerk reported that a new hirer was now using the MUGA for 1 hour every Thursday evening which would produce a small income in future.
UDC Community Projects Grant 2016-17 – A grant of £3,500 had been approved by UDC towards the cost of the Ravens Crescent play equipment.
- EXPENDITURE**
Ravens Crescent playing field rent – The invoice for the rent had not yet been received from UDC.
Donation to SERCLE – No funds from the £2000 agreed had yet been paid.
Felsted Neighbourhood Plan Steering Group – The second instalment of the 2016-17 grant (£2500) was expected to be paid at the next Council meeting.
Reprinting Footpath Map – This had been delayed by impending changes to footpath routes but the existing stock would soon need to be replenished.
Two defibrillators and cabinets – The PC had contributed £500 to the cost of this equipment but the remaining costs were met by donations of £500 each from FEV, Felsted School and from Marie Felton's District Councillor Grant Allowance.
Ravens Crescent Play Equipment – A deposit of £2134.15 had been paid with a further payment of just over £10,000 being due before 20 March 2017.
Members noted that expenditure to be approved at the March Council meeting was

likely to be in the region of £14–15,000 which would give a total spend for the year of £75,000, compared to the Proposed Budget figure of £77,460.

- F16/39 **Consideration of the Proposed Budget figures for 2017-18**
The Clerk had drafted a Proposed Budget taking into account expenditure variations during 2016-17 and the likely cost of projects (Improving the Greens £1000 / annual playbark top up £1000 / additional play equipment £1000 and churchyard maintenance £5000). Members accepted that these project costs would need to be reviewed during the year and agreed the provisional figures.
- F16/40 **Review of Financial Risk Assessment (including Fidelity Guarantee)**
Members reviewed the Financial Risk Assessment (including the Fidelity Guarantee) and agreed 2 minor updates which had been drafted by the Clerk. All the 'Review dates' would now be updated accordingly.
- F16/41 **Review of Asset Register**
The Clerk had updated the Asset Register to include a 1% increase in the Insurance Value of buildings and property (in line with the increase applied by Came and Co) and the following additions: the notice board outside Linsells, new street light in Garnetts Lane, small pavilion, new bench seat and beacon. Members noted that the 2 new defibrillators and cabinets and 2 new dog bins would also be included in the Asset Register. The defibrillators and cabinets would however be automatically included in the Insurance Policy at no charge (value £1998) and the 2 new dog bins, purchased at £130 each, would not be added to the Insurance Policy because their value was under the Policy Excess figure of £250.
Members agreed the updated Asset Register and noted that it would be formally approved at the March Council meeting.
- F16/42 **Urgent matters and future Agenda items**

Next Meeting

The meeting closed at 6.05 pm.

The next meeting will be held on Wednesday 3 May 2017 at 6.30 pm.

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Chairman 3 May 2017