MINUTES OF THE MEETING OF EASTRY PARISH COUNCIL FINANCE COMMITTEE HELD ON MONDAY 29th JUNE 2015 AT THE PARISH ROOM AT 7.30pm

Present: Councillors A. Barwick A Wiles (Chair) P Bailey
M Jones M Pemble

Sarah Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN
RESOLVED Cllr Wiles is elected as Chairman. Proposed by Cllr Pemble and seconded by Cllr Bailey.

2. APOLOGIES
Apologies Cllrs Wickham & Kenton

3. ELECTION OF VICE CHAIRMAN
RESOLVED Cllr Barwick is elected as Vice Chairman. Proposed by Cllr Bailey and seconded by Cllr Wiles.

4. BANK ACCOUNT
RESOLVED the Council wishes to open an account with Unity Trust Bank plc ("The Bank") and produced to the meeting a copy of the Bank's terms and conditions for operating an account;

RESOLVED the Bank's terms and conditions are approved and we appoint the Bank as its Bankers;

RESOLVED the Bank's terms and conditions may vary from time to time and we agree to be bound by them;

RESOLVED the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;

RESOLVED the Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it

The account to be operated using the following rules.

- A cheque book will be requested on the account
- 3 users must be involved with electronic payments, one to submit the payments and two to authorise.
  The Clerk and Cllr Barwick to be given view and submit access
  The remaining members of the Finance Committee to be given view and authorise access
- Cheques to be signed by two signatories, all Councillors to be cheque signatories.
- Cllr Pemble and the Clerk to be issued with prepaid debit cards on the account.

The Clerk to complete the application form so it could be signed at the next Parish Council meeting.
Action Sarah Wells

5. QUOTE FOR ADDITIONAL GROUND WORK
To discuss quotes for work additional to the current ground works contract.

a) Pond Work

The contractor had quoted £85.00 to strim and apply grazon pro to kill nettles, following this work it would cost £15.00 per cut for 16 cuts a year to add the additional mowing to the contract.

RESOLVED this quote should be accepted. **Action Sarah Wells**

b) Unused Allotment area

The contractor had quoted £185.00 to spot spray the nettles and brambles and to strim paths to allow this area to be used by members of the public. The contractor had not given a price for adding maintenance of this area to the contract as he wish to see if it would be possible to get a mower onto the site as this would be quicker and cheaper than using just a strimmer to maintain this area.

The Clerk was concerned that the ground was very uneven and it may be hazardous for members of the public to walk in this area. Cllr Jones to inspect the area and report back to the next PC meeting.

Action Cllr Jones.

6. BUDGET FOR 2015/16

a) To agree final Budget for 2015/16

The Clerk reported that the carry forward had been £5,806 (£1,115 increase in receipts and £4,691 decrease in payments) higher that estimated when the budget had been initially agreed, the allocation of these funds was discussed and agreed.

RESOLVED the final budget for 2015/16 should be adopted by the committee. See Appendix A

7. RESULTS OF 2015 INDEPENDANT AUDIT

a) Mr. Clough the Christmas Tree man states 'VAT included'. Not showing on return.

Response – Error made, will be claimed when next VAT claim submitted.

b) Why was £20,000 transferred to the Capital Account?

Response -The £20,000 budgeted for the new parish room project was transferred to capital. See Minutes of Finance meeting 20.01.2014. This was to ensure it was ring fenced for this project. It was not transferred over until this financial year as it had to wait for investments to mature

c) Why the reduction (nearly £40,000) in the Asset Register, and should there be a comment made with the return?

Response - Valuations had been increased in line with index linked insurance valuations in error. This mistake has been rectified and valuations returned to original purchase price or proxies were this is not known.

8. FINANCE REGULATIONS

To review the new model financial regulations and adopt those relevant to the Council.

RESOLVED the Clerk to go through the model regulations and mark up those she felt were required, this document to be sent to members of the committee for comment. **Action Sarah Wells**

9. STANDING ORDERS

To review the new model standing orders and adopt those relevant to the Council.

RESOLVED the review of standing orders should be undertaken after the Finance Regulations had been reviewed as they are linked.

10. ANNUAL RISK ASSESMENT

To discuss the risks that may affect the council and ensure that measures are in place to reduce those risks.

The Clerk had produced a draft risk assessment that had been copied to Cllrs Barwick and Jones as the Councillors responsible for risk assessment. Cllr Barwick and Jones to meet and discuss this document.

Action Cllrs Barwick and Jones.