

KELVEDON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee held on Wednesday 15 June 2016 at 7.30 pm in the Council Chamber.

Present:

Cllrs: Buttery Hooper W Humpington
 Pilbeam Lancashire
Clerk: P Potter

F1/2016-17 Election of Chairperson for 2016-17

The current Chair, Cllr Pilbeam stepped down and Cllr Hooper was Proposed by Cllr Pilbeam, Seconded by Cllr Buttery and unanimously elected as Chair.

F2/2016-17 Election of Vice Chairperson 2016-17

Cllr Lancashire was Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously elected as Vice-Chair.

F3/2016-17 Apologies for Absence

Apologies were received and accepted from Cllr Anderson.

F4/2016-16 Confirmation of Minutes

It was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed that the minutes of the meeting held on 9 March 2016 were a true record and signed accordingly.

F5/2016-17 Declarations of Interest

None.

F6/2016-17 Public Discussion

No members of public in attendance.

F7/2016-17 Terms of Reference and Timetable

The Terms of Reference, as previously circulated were unanimously agreed, having been Proposed Cllr Pilbeam and Seconded Cllr Lancashire.

The proposed timetable for Finance meetings for the year was agreed with one minor change in September to read 'Start Budget/Precept Process'.

F8/2016-17 Finance Report

Due to time constraints, the Clerk had not yet completed inputting the accounts to date and was therefore unable to provide an up to date Finance Report. As soon as this has been completed, a report will be circulated.

F9/2016-17 Funding

Options were discussed around whether to continue funding Kelvedon in Bloom and the Kelvedon Festival via the grant process, or to budget for the funding with the Parish Council. After lengthy discussion it was agreed that it was appropriate to invite grant applications from these

groups, which will be agreed via the established process. The Kelvedon Festival had also requested a further donation of £135 towards the event, however, Councillors felt that this would not be fair to other grant applicants and reluctantly voted against any further funding this year. The Parish Council do contribute further to this event with assistance regarding the recreation ground, water supply and the services of the Parish Amenity Warden, which is given at the expense of the Council. The Festival will be invited to apply for a grant in the next round of applications.

- F10/2016-17 Internal Financial Checks**
The Clerk had put together a draft list of items for the monthly checklist which was provisionally agreed. The Clerk will ascertain from EALC whether there are any guidance notes or pro-forma which could assist.
- F11/2016-17 Grant Policy**
The Clerk circulated a suitable policy at the meeting, which is in use by another Parish Council. The policy strikes a balance between the formality of the process and being user-friendly. Cllr Lancashire will circulate the policy via email and Cllr Hooper asked for comments etc to be returned as soon as possible, with a view to completing a policy for Kelvedon Parish Council by 24 June.
- F12/2016-17 Date of next meeting**
14 September 2016.

Signed:

Dated: