

KELVEDON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the meeting held on Wednesday 9 March 2016 at 7.30 pm in the Council Chamber.

Present:

Cllrs: Anderson Buttery Dixon
 Hooper Martin*

Also in
attendance: Cllr Lancashire
Clerk: P Potter

*Cllr Martin acted as Chair in Cllr Pilbeam's absence.

F36/2015-16 Apologies for Absence
Cllr Pilbeam.

F37/2015-16 Confirmation of Minutes
It was agreed that Item 2 on the agenda - agreement of the minutes - be postponed until after item 6 on the agenda had been discussed.

F38/2015-16 Declarations of Interest
Cllr Buttery declared a non-pecuniary interest in agenda item 6.

F39/2015-16 Public Discussion
No members of public in attendance.

F40/2015-16 Grant Policy/Application Form
The proposed revisions to the application form were discussed and it was agreed that this is to be completed and returned to the next available meeting for approval. It was agreed that there must be a system whereby evidence of the expenditure of any awarded grants are received by the Parish Council, together with copies of receipts and invoices to support this, where appropriate. It was also agreed that a Parish Council Grant Policy be drawn up and brought to the next available meeting. The Clerk will put these documents together.

F41/2015-16 Grant Application – St Mary's Church
It was agreed that an administrative error had occurred previously when calculating the grant award for St Mary's Church and as such, it was Proposed Cllr Dixon, Seconded Cllr Hooper and unanimously agreed that the grant awarded is in the sum of £675. This will be taken to the next Full Council Meeting for approval.

F42/2015-16 FSCS – Banking Arrangements
Following advice received that the amount of protected monies covered by the Financial Services Compensation Scheme for any one firm in any one bank has been reduced to £75,000. It was agreed that the Clerk start the process of opening an account with NatWest to move

one of the Business Savings Accounts over, to reduce the total balance held with Barclays. The Clerk will also research other banks to see if it is feasible to move the second Business Savings Account in the same way. Clerk to report back.

F43/2015-16 Insurance

It was agreed that the Clerk liaise with Cllr Pilbeam to review the insurance policy before renewal in June.

F44/2015-16 Asset Register

It was agreed that the Clerk will liaise with Cllr Pilbeam to review and update the asset register, in conjunction with the review of the insurance policy.

F45/2015-16 Internal Monthly Auditor of Finances

It was agreed that Cllr Lancashire will take this role initially, with a view to alternating with Cllr Dixon, to undertake the overview of the finances each month. Cllr Pilbeam will also oversee the payroll payments each month.

F46/2015-16 Staff Payroll

It was agreed that staff salaries would be paid via BACS, once the move had been made to outsource the payroll. The Clerk will find out what information will be required and when. This decision will be referred to the next Full Council meeting for ratification.

F47/2015-16 Confirmation of Minutes

The minutes of the meeting held on 25 November 2015 were agreed and signed as a true record.

F48/2015-16 Date of next meeting

A provisional date of 15 June 2016 was agreed.

Signed:

Dated: