

# Kelvedon Parish Council

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The Old Fire Station, 102 High Street, Kelvedon, Essex CO5 9AA

## FINANCE COMMITTEE

8 September 2016

**To members of the Finance Committee:**

Cllrs Anderson, Buttery, Hooper, Lancashire, Pilbeam

Members of the Finance Committee are summoned to attend a meeting at 7.30 pm on Wednesday 14 September 2016 in the Council Chamber, to transact the business shown in the agenda.

Members are reminded to declare any disclosable pecuniary or non-pecuniary interests at item F14/16-17, or as they arise on the Agenda.

The public and press are welcome to be present.

*Philippa Potter*  
Clerk

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## AGENDA

**F13/16-17 Apologies for Absence**

To receive any apologies for absence.

**F14/16-17 Declarations of Interest**

The Chairman to invite Councillors to declare any appropriate disclosures.

**F15/16-17 Confirmation of Minutes**

To confirm the minutes of the Finance Committee meeting held on 15 June 2016.

**F16/16-17 Public Discussion**

The Public are invited to discuss issues within Kelvedon – 3 minutes maximum each person.

**F17/16-17 Bank Accounts**

To decide how to split the current bank balances and which banks to move to.

**F18/16-17 Electricity Contract**

To discuss changing supplier to reduce costs.

**F19/16-17 Office phone & broadband**

To discuss changing supplier(s) to reduce costs, from BT & Entanet to Utility Warehouse.

- Broadband currently with Entanet at a cost £16.48 + vat per month
  - Phone line currently with BT at cost of £23.60 + vat per month plus calls
- Utility Warehouse charges (administered via Kelvedon IT)
- Standard broadband £7 + vat
  - Line rental £13.50 + vat
  - Call inclusive options available from £15 per month

High Street car park line rental & broadband to remain unchanged for time being.

**F20/16-17 Anglian Water**

To agree to set up a direct debit for future payments.

**F21/16-17 Internal Financial Checks**

To receive the report from August 2016 and decide on frequency of future checks.

**F22/16-17 Reporting of Payments**

To agree how best to provide Councillors with details of payments to be agreed at each Parish Council meeting.

**F23/16-17 Interim Audit**

To agree to have an interim Internal Audit carried out in November, as per the recommendation from the year end Internal Audit.

**F24/16-17 Grants**

To discuss setting an overall budget for grant payments.

**F25/16-17 Budget/Precept**

To start discussions regarding budget requirements for the 2017/18 financial year.

**F26/16-17 Date of Next Meeting**

14 December 2016 at 7.30 pm