

Kelvedon Parish Council

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

MINUTES of the FINANCE COMMITTEE 13 September 2017

Present: Cllrs Anderson, Astley, Goode, Hooper & Pilbeam
Clerk: Mrs P Potter

F1/17-18 Election of Chair

It was Proposed Cllr Astley, Seconded Cllr Pilbeam and unanimously agreed to elect Cllr Hooper as Chair for this year.

F2/17-18 Election of Vice Chair

It was Proposed Cllr Goode, Seconded Cllr Pilbeam and unanimously agreed to elect Cllr Lancashire as Vice-Chair for this year.

F3/17-18 Apologies for Absence

Apologies were received from Cllrs Lancashire & Tremain.

F4/17-18 Declarations of Interest

Cllr Anderson declared a non-pecuniary interest in item 13/17-18 as the member of a group who have received a grant from KPC.

F5/17-18 Confirmation of Minutes

The minutes of the Finance Committee meeting held 15 March 2017 were accepted as a true record and signed accordingly (Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously agreed).

F6/17-18 Public Discussion

None present.

F7/17-18 Review Finance Committee Terms of Reference

It was Proposed Cllr Pilbeam, Seconded Cllr Astley and unanimously agreed to adopt the revised Terms of Reference.

F8/17-18 Review of Asset Register

The Committee reviewed the new items on the asset register and agreed that it was a true reflection of the Council's current asset position.

F9/17-18 Review External Audit Report

This has not yet been received back from the external auditor. The Clerk will inform Councillors of the report as soon as it is available.

F10/17-18 Old Fire Station – Prior Approval Application to BDC

The Clerk explained the situation around the condition which was placed on the use of the Old Fire Station building in 1961, which restricted use of the building to Parish Council office business and meetings. This condition has prevented

the prior approval for change of use to a dwelling being approved, therefore, the Parish Council needs to apply to remove the condition and the re-apply for prior approval. It was Proposed Cllr Pilbeam, Seconded Cllr Hooper and unanimously agreed to take this course of action. The Clerk will progress the applications.

F11/17-18 Pavilion – Lease

It was Proposed Cllr Good, Seconded Cllr Pilbeam and unanimously agreed that the Clerk, in conjunction with the Finance Committee Chair, Cllr Hooper, will progress matters regarding the lease on the Pavilion building.

F12/17-18 High Street Car Park Bollards

After discussion, it was Proposed Cllr Anderson, Seconded Cllr Astley and unanimously agreed to obtain a quote for one new bollard to be modified and the old bollard repaired and reinstated at the entrance to the High Street Car Park and for the work to be carried out up to a maximum of £250.

F13/17-18 Grant Process 18/19

After a full discussion, it was Proposed Cllr Astley, Seconded Cllr Anderson and unanimously agreed that a budget would be agreed for discretionary grants, which would be open all year round. A working party would assess each application and iron out any questions or issues arising from the applications and then forward to the next available Parish Council meeting with a recommendation for determination. Those organisations who have had agreement for community funding within the Parish Council's annual budget will be informed.

F14/17-18 Budget Process 18/19

Councillors were asked to start thinking about the budget for next year with a view to this being finalised at the December Finance Committee meeting and ratified at the January Parish Council meeting. The Clerk will contact all Councillors for their views and will start to put a draft budget together.

F15/17-18 Exclusion of Public & Press

It was Proposed Cllr Pilbeam, Seconded Cllr Astley and unanimously agreed to exclude the public and press from item F15/17-18 due to commercial sensitivity.

F16/17-18 Office Lease

Progression of the lease was agreed, Proposed Cllr Hooper, Seconded Cllr Pilbeam and unanimously agreed.

F17/17-18 Date of Next Meeting

13 December 2017 at 7.30 pm.

Signed

Date