

Kelvedon Parish Council

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

MINUTES of the FINANCE COMMITTEE 15 March 2017

Present: Cllr Hooper, Cllr Lancashire, Cllr Pilbeam
Clerk: Mrs P Potter

F27/16-17 Apologies for Absence

Apologies were received from Cllr Tremain.

F28/16-17 Declarations of Interest

None

F29/16-17 Confirmation of Minutes

The minutes of the Finance Committee meeting held 14 September 2016 were accepted as a true record and signed accordingly (Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed).

F30/16-17 Public Discussion

None.

F31/16-17 Review of Risk Register

The risk register was reviewed and it was agreed to adopt it, pending the addition of a section regarding compliance with KPC policies and regulations, (Proposed Cllr Pilbeam, Seconded Cllr Lancashire and unanimously agreed).

F32/16-17 Review of Asset Register

The register was reviewed and some amendments made. The Clerk is in the process of updating the PAMW equipment items on the list to ensure that it is up to date for the audit and for the purposes of the insurance renewal (Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed).

F33/16-17 Review of General Insurance Cover

It was agreed to approach two other sources for comparable quotes this year, which the Clerk will progress and bring back to the next available Parish Council meeting for agreement (Proposed Cllr Pilbeam, Seconded Cllr Lancashire and unanimously agreed).

F34/16-17 Review of Parish Council Vehicle Insurance Renewal

The Clerk will investigate the possibility of reducing the premium by restricting the policy to drivers over the age of 25 and the annual mileage and then renew the insurance (Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed).

F35/16-17 Grant Payments

- Two Villages Voluntary Organisation: Further to correspondence received, it was agreed to find out when the next meeting of the TVVA is being held, so that a Councillor can attend, to discuss KPC's requirements, regarding any

future grant application for the Christmas Voucher Scheme.

- Kelvedon and Feering Local History Museum: Following the receipt of further information from the Museum, it was agreed that in the light of this, the Parish Council would increase the amount awarded, to cover the renewal of their insurance for 2018, subject to receiving the renewal premium amount and final agreement being made.
- Feering and Kelvedon Gardening Club: It was agreed to ask the Club to arrange for £100 of the invoice for the hire of Feering Community Centre to be made out and sent to KPC, for payment.
- Kelvedon Festival: It was agreed to pay for items relating to traffic and waste management, purchased from Braintree District Council, up to the amount awarded, of £800.
- Kelvedon in Bloom: Plants have already been ordered to the agreed amount of £850, which will be invoiced to KPC.
- The Clerk will be communicating with The Institute and St Mary's Church with regard to their requirements and will report back to the Committee.

The above were all Proposed Cllr Pilbeam, Seconded Cllr Lancashire, and unanimously agreed.

F36/16-17 KPC Banking Arrangements – Deposit Accounts

Following receipt of further information, the Committee were asked to reconsider the movement of monies to a different bank than previously decided, as it was not possible to arrange the correct number of signatories on an account with Santander. The Clerk presented information regarding accounts at Lloyds, TSB and Saffron Building Society. The Committee agreed to pursue an account with Saffron Building Society, due to its simplicity and the fact that there are no restrictions to the amount to be deposited, bearing in mind the maximum which is covered under the Financial Services Compensation Scheme (FSCS). This was Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed.

With regard to progressing opening the account with NatWest, the Clerk will liaise with KPC signatories to arrange for one of them to undertake the application process by phone (Proposed Cllr Pilbeam, Seconded Cllr Lancashire and unanimously agreed).

F37/16-17 Internal Audit Requirements – Update

The Clerk gave an update to Councillors regarding the requirements highlighted in the interim internal audit, which are all on track to be completed by the end of the financial year.

F38/16-17 Review of the Effectiveness of the Finance Committee

Councillors reviewed the workings of the Committee and agreed that it was working effectively (Proposed Cllr Lancashire, Seconded Cllr Pilbeam and unanimously agreed).

F39/16-17 Date of Next Meeting

To be agreed at the Annual Parish Council meeting in May.