

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 20th September 2011**

Present: Cllr Cusack Cllr Hing Cllr Hinton
Cllr Wardle Cllr Mumford

In attendance: Vanessa Lawrence (Clerk)

- F37 11/12 **To note apologies**
Apologies were received from Cllr Winney
- F38 11/12 **Declarations of Interest in items on the agenda**
None received.
- F39 11/12 **To confirm the minutes of the meeting held on 19th July 2011 (pp039-041 11/12)**
It was **RESOLVED** to confirm that the minutes were a true and accurate record of the proceedings. Proposed Cllr Hing, seconded Cllr Hinton – 3 in favour, 2 abstentions.
- F40 11/12 **Matters arising**
Honours Board – The Clerk confirmed that an estimate had now been received from a local manufacturer and the Committee were asked if they wished to proceed at a cost of £330. The cost was within the limit set at the Finance Committee (Item F25 11/12). Cllr Hing proposed that this should go ahead, seconded Cllr Cusack, all in favour.
ACTION: Clerk to contact N. Keene.
Falcon Copiers – Cllr Wardle said that future contracts for leasing equipment should be closely examined with a view to perhaps requiring dual signatures as with cheques and payments. The Clerk confirmed that the bill for parts warranty had now been paid.
Staffing Meeting – Cllr Hing confirmed that a staffing meeting had been held and that he and Cllr Wardle had met with staff members on a one to one basis and that a report to the Staffing Committee would follow.
- F41 11/12 **To consider payments & receipts to end of August 2011**
Cllrs. asked the Clerk whether reimbursement for payments to FCC staff, from the PCC had been received. The Clerk confirmed that the last payment was overdue and it was agreed that a letter is written to the PCC to ask them to clarify the reason for this and to organize payment on time in the future. **ACTION: Clerk draft a suitable letter and to pass to the Chairman for signature.**
- F42 11/12 **To agree to pay the External Auditor for 2010/11 Audit (£1086.00)**
It was **RESOLVED** to agree to pay the External Auditor for 2010/11 audit. Proposed Cllr Cusack, seconded Cllr Hing – all in favour. The Clerk was asked to contact Moore Stephens regarding the amount to obtain confirmation as to the reason why it was more than the previous year. **ACTION: Clerk to contact Moore Stephens and to pay the invoice.**
- F43 11/12 **To consider decision of Full Council with regard to CCTV (Walnut Tree Field) and to make recommendation back to Full Council how funding can be provided.**
It was **RESOLVED** to recommend to Full Council to accept the recent revised quote from Redhand for the second phase of the CCTV project (Walnut Tree Field) at a cost of £4648 with a one year warranty but with an on-going annual charge of £200 p.a. from year 2. Extra costs for the fittings to the streetlights of £400. £3000 has been set aside in the budget and the balance of £2048, which includes the fittings to be taken from reserves. The Clerk was asked to contact the supplier to

confirm that the £200 was a set figure for each subsequent year until renewal in 2016. Proposed Cllr Hinton, seconded Cllr Mumford – all in favour. **ACTION: Clerk to contact Redhand and Glos. Streetlighting and to add this item on the Agenda for Full Council in October.**

- F44 11/12 **To consider letter re. External Auditors for 2012/13**
A notification letter received from GAPTC regarding arrangements for external audit in 2012/13 was read out by the Clerk. More details will follow as they become available.
- F45 11/12 **To consider and agree renewal of Fixed Term Electricity Contract.**
The Clerk was asked to contact British Gas to see if a better rate could be obtained. **ACTION: Clerk to contact British Gas.**
- F46 11/12 **To consider and agree Grant Requests:**
- Active & Able
 - Gloucestershire Chest Fund
- It was agreed to consider these along with any other requests for grant funding towards the end of the financial year. **ACTION: Clerk to compile a list for March 2012 Finance meeting.**
- F47 11/12 **To receive and to consider any requests for funding**
The Clerk was asked to check the rules relating to grant funding for non charitable bodies - ? S.137. **ACTION: Clerk to contact GAPTC.**
Cllr Wardle told the Committee that funds would be required for the Youth Clubs, which it was hoped would be up and running after the October 2011 half term break. Two groups are to be run – 11 – 16 year olds and 16-19 year olds, with the Church Youth worker running the first club and Young Gloucestershire running the older group. Funds are already set aside for this project. The money already set aside would allow the project to commence. It was agreed to recommend to Full Council to release these funds in installments. Proposed Cllr Mumford, seconded Cllr Cusack – all in favour. **ACTION: Clerk to add this item to the Agenda for the Full Council meeting in October.**
- F48 11/12 **To consider renewal of GAPTC membership for 2012/13**
It was agreed to defer this matter to the Full Council meeting in October. **ACTION: Clerk to add this item to the Agenda for Full Council in October.**
- F49 11/12 **To agree dates and process for budget setting 2012/13**
It was agreed that the budget should be formally agreed by January 2011. Draft budget setting by 15th November. The Clerk was asked to advise all Committees to submit their budget requirements by the 15th November 2011. **ACTION: Clerk to add this item to add Budget setting on the agenda for the next Finance meeting in November and to contact all Committees.**
- F50 11/12 **Date of next meeting 15th November 2011**

.....Chairman

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