

**MINUTES OF FINANCE COMMITTEE MEETING
HELD ON TUESDAY 15th May 2012**

Present: Cllr Winney Cllr Wardle Cllr Hing

In attendance: Vanessa Lawrence (Clerk), Cllr Sanford, Mr Dave Nelmes (Palmer Hall Committee)

Start 7.15pm

F01 12/13 To elect a chair

It was **RESOLVED** to elect Cllr Wardle as Chairman of the Finance Committee. Proposed Cllr Hing, seconded Cllr Winney – all in favour.

F02 12/13 To note apologies

Apologies were received from Cllrs. Mumford and M. Jones

F03 12/13 Declarations of Interest in items on the agenda

None received.

F04 12/13 To confirm the minutes of the meeting held on 20th March 2012

It was **RESOLVED** to confirm the minutes of the meeting held on the 20th March 2012 are a true and accurate record of the proceedings – all in favour.

The Chairman proposed that items F14, F07, F09 and F15 are taken after Matters arising. All in favour.

F05 12/13 Matters arising

- Cllr Hing said that following a recent FCC Management Committee meeting, The Committee had agreed that invoices submitted to FTC for the rental of the Police Point room should be in line with payments made by the Police Authority. Sadie Fletcher will be looking into this. **ACTION: Clerk to liaise with Sadie Fletcher.**
- He also reported that the payment for the cost of the hire of the Keble for Youth Services had been raised and that the PCC are unable to as they are already paying for the Church Youth Worker and that FTC will need to consider this when budgeting for next year.
- Cllr Hing also mentioned that money was now being spent on FEAG expenses.
- The Clerk gave a brief report on the Xmas Lights meeting on Monday 14th May.
- Little Lambs Toddler Group have extended their thanks for the grant made by FTC and said that they will be reviewing their pricing structure in due course.

F14 12/13 To agree payment to Palmer Hall

Cllr Wardle welcomed Mr. Nelmes to the meeting and reported on the decision made by Full Council regarding the grant to the Palmer Hall. Mr. Nelmes explained the details relating to the recent tendering process for the work on the lighting in the Hall. Following discussion, it was **RESOLVED** to agree payment to the Palmer Hall following a satisfactory explanation from Mr. Nelmes, it was agreed that lessons had been learnt and that the process for future grant requests to FTC would need to be followed correctly. Assurance was given by Mr. Nelmes. Proposed Cllr Hing, seconded Cllr Winney – all in favour. **ACTION: Clerk to raise cheque.**

- F07 12/13 To agree final audit figures for submission to External Auditor**
The summary of accounts was presented to Cllrs. It was **RESOLVED** to agree final audit figures for submission to the External Auditor. **ACTION: Clerk to complete paperwork and submit to External Auditor.**
- F09 12/13 To agree payment to Internal Auditor (£226.05)**
It was **RESOLVED** to agree to pay the Internal Auditor. Proposed Cllr Hing, seconded Cllr Winney – all in favour. **ACTION: Clerk to raise cheque.**
- F15 12/13 To consider and agree actions arising out of the auditor's report**
Various actions recommended by the Internal Auditor were discussed. It was agreed that for the 2012/13 Internal Audit, a member of the Finance Committee should meet with the Internal Auditor. It was also agreed that Cllr Wardle would draft a letter regarding the reasons for some of the actions taken by FTC relating to Standing Orders and contracts. All in favour.
ACTION: Cllr Wardle
- F06 12/13 To consider payments & receipts to end April 2012**
Payments & receipts were considered with no comment.
- F07 12/13 To agree final audit figures for submission to External Auditor**
See above
- F08 12/13 To agree course fee for Clerk (£70.00) – General Power of Competence**
It was **RESOLVED** to agree course fee for the Clerk' course – General Power of Competence – proposed Cllr Hing, seconded Cllr Winney - all in favour.
ACTION: Clerk to contact GAPTC.
- F09 12/13 To agree payment to Internal Auditor (£226.05)**
See above.
- F10 12/13 To agree payment for lightning conductor for CCTV connector (£103.20)**
It was **RESOLVED** to pay for the lightning conductor connection to CCTV on the church tower. Proposed Cllr Wardle, seconded Cllr Winney – all in favour.
ACTION: Clerk to raise cheque.
- F11 12/13 To agree renewal of membership for GMTF (£473.80)**
It was agreed to recommend to Full Council to renew membership of GMTF. All in favour. **ACTION: Clerk to add this item to the Agenda for the next Full Council meeting.**
- F12 12/13 To agree category where funds to be taken for payment of membership for GAPTC.**
It was **RESOLVED** that payment of membership for GAPTC should put down as an overspend in the membership & subs budget, and the reason noted.
ACTION: Clerk to contact GAPTC and to record reason for overspends.
- F13 12/13 To agree to pay BT bills by direct debit.**
It was **RESOLVED** to pay BT bills by direct debit. Proposed Cllr Hing, seconded Cllr Wardle – all in favour. **ACTION : Clerk to set the direct debit up.**
- F14 12/13 To agree payment to Palmer Hall**
See above.

F15 12/13 To consider and agree actions arising out of the auditor's report
See above.

F16 12/13 To consider and agree Annual Report of committee
Cllr Wardle issued a draft proposal of a report to be presented in the Annual Report. After discussion, it was agreed to approve the report subject to a few small amendments. All in favour. **ACTION: Cllr Wardle to amend and re-submit to Cllrs. and the Clerk.**

F17 12/13 Date of next meeting 17th July 2012

There being no further business the meeting closed at 8.35pm

.....Chairman

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