

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 21ST MAY 2013**

Present: Cllr Wardle Cllr Hing Cllr Mumford
 Cllr Muir Cllr Sanford

In attendance: Vanessa Lawrence (Clerk)

It was **RESOLVED** to elect Cllr Wardle as Chairman for the Finance Committee. Proposed Cllr Hing, seconded Cllr Muir – all in favour. This will be formally agreed at the next Finance meeting.

ACTION: Clerk to add this item to Agenda for the next Finance meeting, for retrospective agreement.

- F01 13/14 **To note apologies**
None received.
- F02 13/14 **Declarations of Interest in items on the agenda**
Cllrs Hing and Sanford declared a pecuniary interest in Item F13.
- F03 13/14 **To confirm the minutes of the meeting held on 19th March 2013**
It was **RESOLVED** to confirm the minutes of the meeting held on the 19th March 2013 are a true and accurate record of the proceedings. All in favour.
- F04 13/14 **Matters arising.**
- **Council Yard** - Cllr Hing asked if there had been any further news relating to the Council Yard and Land Registry. The Clerk advised that Land Registry had written in April to advise that a surveyor would be looking at the site. No further information was available but the Clerk said that she would chase this up.
ACTION: Clerk to contact Land Registry.
 - **Copier** - A question was raised regarding the new copier and the Clerk advised the members that this has now been installed. It was agreed that prices for copying would need to be agreed and that this should be discussed at the next Finance meeting in July. **ACTION: Clerk to add this item to the Agenda for July's Finance meeting.** As an interim measure it was agreed to charge 20p for colour copying (non charitable organizations) and 15p colour copying (charitable organizations).
 - **Website** – The Clerk confirmed that the website designers had now been paid.
- F05 13/14 **To consider payments & receipts to end April 2013**
Following a query raised at the Full Council meeting in May regarding payment under the Highways Committee general maintenance costs. The Clerk confirmed that the money was for expenditure for dog bins and a seat and had been allocated from funds in the last financial year. The Clerk to investigate if expenditure from previous years budget can be shown with the accounts software package installed.
ACTION: Clerk to contact RBS.
- F06 13/14 **To consider and agree revisions to Financial Regulations**
Following debate revisions were agreed and these will be confirmed by e-mail, so that a recommendation can be made to Full Council. The Clerk was asked to circulate the revised copy when agreed. **ACTION: Clerk to revise the Financial Regulations, seek approval from Finance Committee by e-mail and circulate to Full Council when approval obtained. Clerk to add this to the Agenda for Full Council in June.**

- F07 12/13 **To note decision of Facilities Committee to take out service contract for CCTV on a trail period.**
It was agreed that this item should be considered and agreed formally by Full Council. It was agreed to defer this item to the Full Council meeting in June.
ACTION: Clerk to add this to the Agenda for Full Council in June.
- F08 13/14 **To consider and agree renewal subscription to GMTF - £474**
It was agreed to defer this item to the Full Council meeting in June for agreement.
ACTION: Clerk to add this item to the Agenda for Full Council in June.
- F09 13/14 **To consider and agree renewal of insurance policy for FTC - £2436.66**
Following debate it was agreed that it was unclear whether the skate ramp and playground were covered for all eventualities. The Clerk was asked to obtain clarification regarding a clause that had been included under separate cover with the documentation. This is to be finally approved at the Full Council meeting in June. **ACTION: Clerk to add this item to the Agenda for the Full Council meeting in June.** The Clerk was also asked to obtain further information regarding personal accident cover and to report back to the Staffing meeting.
- F10 13/14 **To agree to pay Internal Auditors fee - £231.55**
It was **RESOLVED** to pay the Internal Auditors fee. Proposed Cllr Mumford, seconded Cllr Hing - all in favour. **ACTION: Clerk to pay the Internal Auditor.**
- F11 13/14 **To consider and agree any changes to financial management following Internal Auditors report.**
The Internal Auditors report was considered and it was agreed that the issues raised had been covered. The Clerk was asked to make enquiries regarding an alternative Internal Auditor. **ACTION: Clerk to make appropriate enquiries regarding an alternative Internal Auditor for 2013/14.**
- F12 13/14 **To consider and agree grant payment to Palmer Hall to assist with purchase of new chairs – (3 quotes submitted)**
Debate took place regarding the quotes obtained from the Palmer Hall for the purchase of new seating. It was agreed that none of the quotes were the same and the Clerk was asked to contact the Palmer Hall for clarification on the exact number of chairs required or to obtain a copy of the invoice if the goods have already been purchased. **ACTION: Clerk to contact the Palmer Hall.**
- F13 13/14 **To consider and agree allocation of £250 to Festival Committee as agreed at Full Council 14th May 2013.**
It was **RESOLVED** to contribute £250 to the Festival Committee for the Children's party. All in favour.
- The Chairman considered the following item to be discussed.
Agreement of explanation from the Clerk, to the External Auditor of variances between 2011/12 and 2012/13 figures on the Annual Return.
The Clerk had circulated her explanation to the Committee and Cllrs Wardle and Hing had looked over these and advised on some small amendments. The Clerk to revise the explanation and to send to the External Auditor. **ACTION: Clerk to send the Annual Return with all the required documents with revisions as advised.**

.....Chairman

.....2013