

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 16th July 2013**

Present: Cllr Mumford Cllr Muir Cllr Hing
 Cllr Dallow

In attendance: Vanessa Lawrence (Clerk), Cllr Cumpstey

In the absence of the Chairman, Cllr Hing was selected to chair the meeting. Proposed Cllr Mumford, seconded Cllr Muir – all in favour.

- F14 13/14 To note apologies**
Apologies were received from Cllrs. Wardle and Sanford
- F15 13/14 Declarations of Interest in items on the agenda**
None received
- F16 13/14 To confirm the minutes of the meeting held on 21st May 2013**
It was **RESOLVED** to confirm the minutes of the meeting held on the 21st May 2013 as a true and accurate record of the proceedings. Proposed Cllr Mumford, seconded Cllr Hing – 3 in favour, 1 abstention
- F17 13/14 Matters arising.**
Council Yard – The Clerk confirmed that registration of the this parcel of land has now been completed.
- F18 13/14 To consider payments & receipts to end June 2013**
Cllr Dallow asked if budgetary information showing comparative figures from last year to this year could be put together. Cllr Hing said that he thought this would be better done at half year. **ACTION: Clerk to produce a report and e-mail to members.**
- F19 13/14 To consider and agree revisions to Financial Regulations**
Members amended various items. It was **RESOLVED** to agree revised Financial regulations as amended and to circulate these to Council for approval at Full Council in August. Proposed Cllr Mumford, seconded Cllr Muir – all in favour. **ACTION: Clerk to circulate revised Financial Regulations and to add this to the Agenda for August Full Council meeting for approval.**
- F20 12/13 To consider and agree new copying charges to include colour copying.**
Following discussion it was **RESOLVED** that the following charges should be applied at the present time and reviewed in 6 months. Proposed Cllr Dallow, seconded Cllr Mumford – all in favour.

A4 – Black & White - 10p
A4 – Black & White double sided – 20p
A3 - Black & White – 15p
A4 – Colour – 20p
A4 – Colour double sided – 30p
A3 – Colour – 25p

- F21 13/14 To consider and agree request from Walkers are Welcome for FTC to pay the subscription fees annually- for 2013 renewal fee (£50)**
It was **RESOLVED** to pay the subscription for Walkers are Welcome for this year, this to be reviewed in the budgeting process later in the year to establish whether this needs to be considered and budgeted for in future years. Proposed Cllr Mumford, seconded Cllr Hing – all in favour. **ACTION:** The Clerk was asked to contact Fairford Walkers are Welcome to ask them for a report of their activities over the past year.
- F22 13/14 To consider and agree grant payment to Palmer Hall to assist with purchase of new chairs**
Following debate, consideration being given to the information received from HMRC relating to VAT. It was **RESOLVED** to agree to purchase the chairs for the Palmer Hall in line with the criteria outlined by HMRC. Proposed Cllr Muir, seconded Cllr Dallow – all in favour. The Clerk was asked to contact D. Nelmes of the Palmer Hall committee to establish exactly how many chairs are required as the previous quotes received were for varying quantities. **ACTION: Clerk to contact Palmer Hall Committee and to place an order for chairs accordingly.**
- F23 13/14 To consider details relating to an alternative Internal Auditor.**
The Clerk has received information about two possible alternative Internal Auditors for next year and was asked to obtain quotes for their services. This item is deferred to the next Finance meeting for consideration. **ACTION: Clerk to obtain quotes and to add the item to the Agenda for the next Finance meeting.**
- F24 13/14 To consider and agree payment of approx. £650 for investigative profiling of land at Redbarn.**
The Clerk explained that the amount quoted in the Agenda item was the original quote, which only applied as the contractor was in the area at the time the quote was requested. Because no decision was made at that time, the current cost is £750. This is to enable investigative work to establish whether land earmarked for the next Burial Ground is fit for purpose. Following debate it was **RESOLVED** to agree payment of £750 for investigative profiling of land at Redbarn. Proposed Cllr Hing, seconded Cllr Mumford – all in favour. **ACTION: Clerk to advise the Highways Committee and await confirmation of when the order can be placed for work to commence.**
- F25 13/14 To consider and agree format for the tender process for re-surfacing of car park and associated time scales.**
It was **RESOLVED** to agree format of the tender document, to include a Penalty Clause. Proposed Cllr Hing, seconded Cllr Mumford – all in favour. It was agreed that a Penalty Clause should be included in the document.
- F26 13/14 Date of next meeting – 17th September 2013**

.....Chairman

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