

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 19th November 2013**

Present: **Cllr Wardle** **Cllr Dallow** **Cllr Hing**
 Cllr Sanford **Cllr Muir**

In attendance: **Vanessa Lawrence (Clerk)**

- F39 13/14 To note apologies**
Apologies were received from Cllr Mumford
- F40 13/14 Declarations of Interest in items on the agenda**
Declarations were received as follows:
Cllrs Hing & Wardle – Item F43
Cllr Hing & Wardle - Item F45
- F41 13/14 To confirm the minutes of the meeting held on 15th October 2013**
It was **RESOLVED** to confirm the minutes of the meeting held on 15th October as a true and accurate record of the proceedings. Proposed Cllr Hing, seconded Cllr Muir – all in favour.
- F42 13/14 Matters arising.**
Cllr Hing has spoken to J. Stebbing (ECT) regarding FCC staffing issues. Cllr Wardle said that he had re-drafted the authorization letter to the bank.
- F43 13/14 To consider and agree FCC Management Committee Budget**
Following debate, Cllr Hing reported that he has spoken to the PCC. He also reported that the overall budget remains unchanged, but some cost centres have been re-allocated. Provision has been made for re-decoration and pensions. Cllr Wardle said that the allocation for Youth Services needs to be reviewed at Full Council. **ACTION: Add item relating to how charges are received for youth room to Agenda Full Council December.** It was **RESOLVED** to agree FCC Management Committee Budget. Proposed Cllr Muir, seconded Cllr Dallow – all in favour.
- F44 13/14 To consider and agree funds to allow commencement of work for Town Plan.**
The Clerk confirmed that the Planning Committee had recommended that the Finance Committee consider setting aside funds for work for the Town Plan, which will be renamed the Community Plan. Following debate, it was **RESOLVED** to:-
 1. Set aside funds for work to create a Community Plan - £2000 this year.
 2. Set aside funds for work to create a Neighbourhood Plan - £5000 next year.
Proposed Cllr Hing, seconded Cllr Dallow – all in favour.
- F45 13/14 To consider and agree works to fire alarm system (Community Centre) - e-mailed 7/10/13**
The Clerk confirmed that the cost of works to the fire alarm system would be split 60/40. It was **RESOLVED** to agree works to fire alarm system. Proposed Cllr Muir, seconded Cllr Sanford – all in favour.

F46 13/14 To consider and agree as 1st draft, recommendations from Committees for budget setting 2014/15.

Cllr Wardle advised the Committee that the request for the next year's Precept should be agreed by Full Council at the 1st meeting of the Full Council in January. The budget requirements for 2014/15 should be agreed by Full Council in December.

The Finance Committee proceeded with allocating funds for each cost centre and amending costs centres where appropriate. These figures to be approved by Full Council.

It was **RESOLVED** to put forward the 1st draft budget figures, at the next Full Council meeting in December, for approval. Proposed Cllr Hing, seconded Cllr Muir – all in favour. **ACTION: Clerk to add this item to the Agenda for the next Full Council meeting in December**

F47 13/14 To consider grant requests received to date and to agree any urgent requests.

Only two requests for grants have been received to date. These were looked at and it was agreed that these were not urgent cases and could be agreed at the end of the financial year in the usual manner. It was also agreed that a short article should be placed in the next newsletter asking any community groups to apply for grants. **ACTION: Clerk to add a short article into the newsletter for December.**

F48 13/14 Any other matters the chair considers urgent.

The Clerk asked the Committee if they would be happy to agree a small contribution to the Toddler group choir who will be singing at the Xmas Market. It was **RESOLVED** to make a donation of £25. Proposed Cllr Hing, seconded Cllr Muir – all in favour.

Cllr Wardle circulated the amended letter of authorization to the bank. It was **RESOLVED** to agree the amendments. Proposed Cllr Hing, seconded Cllr Dallow – all in favour.

F49 13/14 Date of next meeting – January 2014

.....Chairman

.....2013