

## Allhallows Parish Council

32 Willowbank Drive, High Halstow, Rochester, Kent ME3 8TW

Tel: 01634 250258 e-mail: [allhallowspc@gmail.com](mailto:allhallowspc@gmail.com)

### MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 13<sup>th</sup> NOVEMBER 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD AT 6:30 pm

#### **Present:**

Cllr Mark Skudder (Chair)

Cllr Alan Marsh

Cllr John Lambourne

Cllr Mrs Wendy Myers

Margot Sturt Parish Clerk

#### **Minutes F/2/2013/**

##### **1. Apologies for absence**

Apologies for absence were received from Cllr John Luck. It was proposed by Cllr Mark Skudder and seconded by Cllr Alan Marsh that the apologies be accepted.

##### **2. Declarations of Pecuniary Interest (DPI's) or Other Significant Interests (OSI's)**

There were no Declarations of Pecuniary Interest (DPI's) or Other Significant Interests (OSI's) from members concerning specific items on the agenda.

##### **3. Dispensation requests for members with DPI's in relation to the Finance Committee agenda**

There were no dispensation requests for members with DPI's in relation to the Finance Committee agenda.

##### **4. To approve the minutes of the Finance Committee meeting held 18<sup>th</sup> September 2013**

The minutes of the Finance Committee meeting held 18<sup>th</sup> September 2013 were approved subject to the following changes.

Page 1, Present: change to "...Cllr Mark Skudder (Chair) ..."

Page 4, Para 15, change to "Cllr Mark Skudder closed the confidential section of the meeting..."

Proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers and unanimously agreed.

##### **5. Matters arising from the above minutes not on the agenda**

There were no matters arising.

##### **6. To note the Action Point update arising from the 18<sup>th</sup> September meeting**

The update was noted. Cllr Mark Skudder (Chair) advised members that he planned to carry out the Health & Safety Risk assessment checks at Cross Park Pavilion by the end of December 2013.

**7. Action Plan following 2012/13 Annual Internal Audit**

The Action Plan following the 2012/13 Annual Internal Audit was noted and actions taken since the report were agreed by members. Proposed by Cllr Alan Marsh and seconded by Cllr Mark Skudder and agreed unanimously.

**8. Consideration of the Internal Control Policy document for 2013/14**

The Internal Control Policy document for 2013/14 for ensuring financial management is adequate and effective was considered and agreed.

Proposed by Cllr Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

**9. Annual Review of the effectiveness of the Internal Control System**

The Annual Review was carried out. It was agreed that the appointment of the Internal Auditor and the results of the review would need to be considered at the next Parish Council meeting in December 2013. .

Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and agreed unanimously

**10. Initiatives for Rural Liaison Grant funding**

Due to ongoing vandalism issues in the under 8's Playpark, it was agreed to explore options for alternative play equipment with a view to removing the multi-play equipment subject to agreement by the Parish Council, using Rural Liaison Grant funding to cover the costs before the end of the financial year. The Parish Clerk was asked to obtain some play equipment brochures for Cllr Mrs Wendy Myers.

Proposed by Cllr Mark Skudder, seconded by Cllr John Lambourne and agreed unanimously.

***Action point 1/F/2/2013: Parish Clerk to obtain play equipment brochures for under 8's for Cllr Mrs Wendy Myers.***

**11. Parish Council Risk Schedule**

The updated Parish Council Risk Schedule document was agreed.

Proposed by Cllr Mrs Wendy Myers, seconded by Cllr Alan Marsh and agreed unanimously.

**12. Budget monitoring report**

The latest budget monitoring report was noted.

**13. 2014/15 Precept proposal**

The draft budget proposals were discussed and agreed. This would be presented to the Parish Council at the December 13 meeting for approval. A Precept amount of £39,800 for 2014/15 would be recommended to the Council.

Proposed by Cllr Alan Marsh and seconded by Cllr Mrs Wendy Myers and agreed unanimously.

**14. Financial statement**

The financial statement was noted.

15. The date of the next meeting was agreed as 26<sup>th</sup> March 2014.

**The meeting was closed at 8:28pm**

Signed as a true record

Chairman

Date

Action Point no.	Detail	Review	Cleared
2/F/1/2013	Parish Clerk to find out from tree experts what the normal practice is for tree checking (including infestations) and obtain an estimate for an annual inspection of trees in Parish Council owned areas of the village.	Awaiting quotations 13/11/13. Agreed to proceed at 18 <sup>th</sup> Dec 2013 APC meeting. Walkthrough inspection scheduled for the end of May 2014	26 <sup>th</sup> March 2014
4/F/1/2013	The Parish Clerk to obtain up to date insurance values for the Village Hall building and contents, Cross Park pavilion, the Brimp building and the brick building at the Brimp.	Chartered Surveyors contacted and scheduled for December 2013 agenda. Survey carried out on 14 <sup>th</sup> March 2014. Awaiting report	
5/F/1/2013	The Parish Clerk to obtain up to date land valuations for the Village Hall, the Brimp, Cross park and the "Conservation Area" opposite Shelduck Close in Avery Way.	Chartered Surveyors contacted and scheduled for December 2013 agenda. Survey carried out on 14 <sup>th</sup> March 2014. Awaiting report	
6/F/1/2013	Cllr Mark Skudder to carry out Health & Safety Risk Assessment checks at Cross Park pavilion.	Completed December 2013. All checks up to date and documents retained	23 <sup>rd</sup> March 2014
1/F/2/2013	Parish Clerk to obtain play equipment brochures for under 8's for Cllr Mrs Wendy Myers.	Brochures obtained and given to Cllr Mrs Wendy Myers	27/11/13