

Allhallows Parish Council

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MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 3rd APRIL 2013 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD AT 8:02 pm

Present:

Cllr Mark Skudder Chairman

Cllr Alan Marsh

Cllr John Lambourne

Cllr Mrs Wendy Myers

Margot Sturt Parish Clerk

1. Apologies for absence.

Cllr Mrs Noleen Skudder apologies were received as she was ill.

2. To Receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.

No declarations were made.

3. To consider any dispensation requests for members with DPI's in relation to the Personnel Committee agenda.

No requests were made.

4. To approve the minutes of the Finance Committee meeting held 12th November 2012.

It was proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and agreed by all that the minutes of the meeting held on 12th November 2012 be signed as a true record subject to the insertion of "...Proposed by Cllr Alan Marsh..." at the last sentence in Para 3 (b) and "...PREPARATION OF 2013 ..." at Para 12 heading.

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

As the telephone costs for the Parish Clerk were now negligible, due to a different telephone tariff, it was decided that no further review of telephone arrangements was required. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

6. To review charges for Allhallows Life magazine advertisements and payments by advertisers.

Following detailed discussions it was decided not to change the current advertisement charges for 2013/14 or the payment process for advertisers. The level of bad debts would be monitored to inform the review of charges next year. This proposal would be put to the Parish Council at the scheduled for 10th April 2013. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed.

7. To agree process for Council checks on monthly bank account reconciliations

a) It was decided to ask the Clerk to set up a rota of checks to assist the Council in fulfilling internal control objectives. Once completed, members agreed to undertake the checks as required. Proposed by Cllr Alan Marsh, seconded by Cllr John Lambourne and unanimously agreed.

b) The requirements were to be incorporated into the Council's Financial Regulations by the Clerk. This proposal would be put to the Parish Council at the scheduled for 10th April 2013. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and unanimously agreed.

8. 2012/13 Budget Monitoring review and end of year forecast outturn

The budget monitoring update and end of year forecast outturn were noted. The Clerk was asked to update the Parish website at the end of each month with the current budget monitoring position. Income from Cross Park and Allhallows Life magazine advertisements were to be shown as separate lines on the 2013/14 budget monitoring spreadsheet.

9. 2013/14 budget review following Personnel Committee decisions

The Clerk was asked to review the budget allocations in light of the decisions on staff salary increases and to prepare the 2013/14 budget spreadsheet. Any changes involving budget line virement would require Council approval.

10. Grass cutting arrangements

Due to the existing grass cutting contractor no longer being in business it was agreed that both a short term and longer term solution was needed for the grass cutting at Cross Park. Colin Davis (Colyn Property Services) was to be asked for a quotation to cut the grass on a short term basis until a more formal tendering exercise could be carried out. Four or five contractors would be asked to provide a) a minimum specification and associated costs; and b) a higher specification (similar to that provided by Medway Council contractors for the recreation ground) and associated costs. An invitation to tender on this basis would be advertised and Cllr Mark Skudder and Cllr Mrs Wendy Myers would organise the tendering process, communications and site visits with prospective contractors. Proposed by Cllr Mark Skudder, seconded by Cllr Alan Marsh and unanimously agreed. This proposal would be put to the Parish Council meeting on 3rd April 2013.

11. Finance report

The Finance report and bank balances were noted.

12. Invoices for approval

It was proposed by Cllr Alan Marsh, seconded by Cllr Mark Skudder and unanimously agreed to approve the accounts for payment as outlined in the financial report.

13 Any other business

No other business.

14. Date and venue for next meeting.

Date and venue for the next meeting to be decided at a future date.

The Chairman closed the meeting at 9:20 pm

Signed as a true record

Signed Mark Skudder Chairman

On the 18th day of September 2013