

## **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 26<sup>th</sup> MARCH 2014 AT ALLHALLOWS VILLAGE HALL, STOKE ROAD : FOLLOWING THE PERSONNEL COMMITTEE MEETING**

#### **Present:**

Cllr Mark Skudder (Chair)

Cllr Alan Marsh

Cllr Mrs Wendy Myers

Margot Sturt Parish Clerk

#### **Minutes F/1/2014/**

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

Apologies for absence were received from Cllr John Luck and Cllr John Lambourne. It was proposed by Cllr Wendy Myers 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 13<sup>th</sup> November 2013**

The minutes of the Finance Committee meeting held 18<sup>th</sup> September 2013 were approved and signed as a true record.

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**

The action point update from the last meeting was noted.

##### **7. Governance: Compliance assurance following October 2013 Risk Assessment**

The three risk assessment items identified as areas for improvement have now been addressed and the statement of compliance assurance noted.

- a. The Asset Register had been reviewed and updated. Currently waiting on new valuation report for insurance and register purposes.
- b. The football arena at the Brimp is to be included on the register.
- c. The Chartered Surveyor has finished his visit and awaiting the updated report for the current valuations.
- d. All H&S checks at Cross Park Pavilion have been carried out and are up to date.

#### **8. Flower beds in St.David's Way**

Cllr Mark Skudder gave an update on the actions so far to try and resolve the ongoing problem with the shop owned flower beds in St.David's Way. A quotation for removing the beds and making good the area had been obtained with a view to discussing the matter further with the owner.

#### **9. Budget update and forecast outturn**

The budget update and forecast outturn document was noted. This would be finalised after the end of March to reflect any additional expenditure during the current month.

#### **10. External Audit timetable**

It was agreed to schedule an Extraordinary Meeting on Wednesday 30<sup>th</sup> April 2014 in order to accommodate the external audit timetable and ensure that the end of year accounts were received on time.

***Action Point 1/F/1/2014: Parish Clerk to make arrangements with internal auditor for audit in May 2014.***

***Action Point 2/F/1/2014: Parish Clerk to organise hall booking for 30<sup>th</sup> April 2014***

#### **11. Bank mandates and signing arrangements**

It was proposed that an additional counsellor be added to the list of approved signatories. In addition, it was proposed that the signatures mandate be changed to any two signatories. It was also proposed that utility bills should be paid by direct debit and for HMRC to be paid electronically each month. All of which are to be put on the agenda for the next Parish Council meeting. Proposed by Cllr Mark Skudder, seconded by Cllr Mrs Wendy Myers and agreed unanimously.

#### **12. Invoices for approval**

Cheques were approved and associated financial checks carried out.

#### **13. Fencing at Brimp Youth Centre**

The estimates for fencing were noted. Cllr Mark Skudder advised that prices for CCTV and timer switches for floodlights were awaited.

#### **14. Any other business**

Cllr Mark Skudder advised that quotations were being sought for the renewal of the Parish Council grass cutting contract and additionally other grassed areas within the village.

#### **15. Date of next meeting**

The date of the next meeting was agreed as 10<sup>th</sup> September 2014, following the Personnel Committee meeting.

**CONFIDENTIAL SECTION**

**16.** Cllr Mrs Wendy Myers proposed a motion under the public bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This was seconded by Cllr Alan Marsh and agreed unanimously.

**17.** Staff salary spine point increases were recommended. These recommendations are to be put on the next Parish Council agenda. Proposed by Cllr Alan Marsh, seconded by Cllr Mrs Wendy Myers and agreed unanimously.

***Action Point 3/F/1/2014: Parish Clerk to add as agenda item to the next Parish Council meeting***

**The meeting was closed at 8:49 pm**

Signed as a true record

Chairman

Date

Action Point no.	Detail	Review	Cleared
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	30/4/2014
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	30/4/2014
1/F/1/2014	Parish Clerk to make arrangements with internal auditor for audit in May 2014.		May 2014
2/F/1/2014	Parish Clerk to organise hall booking for 30 <sup>th</sup> April 2014		April 2014
3/F/1/2014	Parish Clerk to include salary increase recommendations on next Parish Council meeting agenda		9/4/2014