

**MINUTES OF A MEETING of the FINANCE COMMITTEE  
of BOUGHTON MALHERBE PARISH COUNCIL held at 7.00pm on  
Monday 10<sup>th</sup> July 2017 in Grafty Green Village Hall**

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**Present:** Cllrs: J. Collins; R. Turner. A King  
Clerk Mr Chris Hume

Cllr Collins opened the Meeting at 7.40pm.

1. Anybody filming or recording this meeting to declare it - there were no declarations
2. Apologies – to receive and accept apologies for absence – Cllr Galton whose absence was approved and noted.
3. Appoint Chair of Finance Committee: Cllr Collins was nominated and accepted the position as chair.
4. Appoint Members of Finance Committee: Cllrs accepted and approved nominations, with Cllr King appointed temporary Committee member for this meeting
5. Approve Minutes of 13<sup>th</sup> December 2016 – The Minutes were approved and signed.
6. Matters Arising – Clerk to pursue outstanding issue relating to the salt bin and report back
7. Review of the year's Budget to date and approval of any amendments.  
Cllr Collins handed out a budget statement which showed a forecast underspend of [£1378] for the year 2017/18. Following discussion it was agreed to make the following changes to the forecast:
  - Additional PSS income of £100 now received towards notice boards as in 2016/17
  - Add £474 for new salt bin
  - Increase training spend to £600
  - Add £999 as Parish Council's contribution to MBC for new Finger post on green
  - Christmas Festivities add £500
  - Clerk mileage add £200
  - Stationery increase forecast to £200
  - Staffing costs to be reviewed by the new staffing committee
8. Review Level of Reserves as discussed at the Annual Parish Meeting on the 8<sup>th</sup> May 2017 – this discussion was referred to the meeting of the full Parish Council to follow this meeting
9. Review 2016/17 External Auditor's report – this was reviewed and noted with regard to the level of reserves
10. 2017/18 – PSS – noted that this has not yet been received at the bank but we had received notice of a BACS transfer on 7<sup>th</sup> July 2017.
11. VAT Claim for 2016/17 – noted that a claim had been made and a payment had been received from HMRC for £184.27
12. Further information- as requested at the Annual meeting of the Parish Council the Terms of Reference of the Finance Committee were reviewed. It was agreed to

recommend one amendment to the full Parish Council: with regard to membership this should read that there will be at least four members with all councillors permitted to attend and vote and the quorum should be three councillors. The Clerk to bring redrafted Terms of Reference to the September meeting of the Parish Council.

The meeting closed at 7.40pm

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