

Minutes of Finance Committee Meeting 10th May 2016
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Redding (Chairman), Bell, Fairweather, Routledge
Mrs Baxter (clerk)

- 16/009 Apologies of Absence**
Cllr Beecham sent his apologies.
- 16/010 Declaration of Pecuniary Interests and Non Pecuniary Interests**
None
- 16/011 To approve and sign the Minutes of the meeting of 14th January 2016.**
It was resolved to accept the Minutes of the meeting 14th January 2016 as true and accurate.
Proposed: Cllr Redding Seconded: Cllr Bell
- 16/012 2015/16 Budget – Fourth Quarter and Full Year Review**
To review the expenditure for the fourth quarter and the full year of 2015/16 against the set budget.
There were no issues in the fourth quarter expenditure.
The clerk is to share the spreadsheets with the full council before the next PC meeting.
It was resolved to write a letter to Barclays Bank to request that they cancel the CPRE standing order for £36 as it is no longer a budgeted subscription expense.
- 16/013 2015/16 Annual Return**
To review the draft Annual Return for the year ending 31 March 2016.
i) *Section 1 – Annual Governance Statement 2015/16*
ii) *Section 2 – Accounting Statements 2015/16*
It was resolved to recommend both sections of the Annual Return to full council for approval.
- 16/014 Internal Audit**
Our internal auditor, Jan Stobart, is performing the audit on 9th May – any feedback received so far?
It was discussed that we need to update our financial regulations, risk assessment and review our asset register. As EPC have not purchased or any assets in 2015/16 the asset register will remain the same. Jan Stobart recommends that the updated documents be approved by the PC in the May or June meeting. There are also some recommendations for internal control to be discussed at the annual parish council meeting.
- 16/015 Handyman cover**
To discuss options to cover the handyman’s holiday and any unexpected extended time off.
Mr Dingwall has no plans to have more than a few days off during the peak grass cutting period of time. Suggestions were discussed as to how to cover unexpected time off. The clerk is to pursue two of those suggestions – a possible reciprocal arrangement with the school once they have purchased their mower, and ask Mr Jennings if he would be prepared to stand in if necessary as a contractor.

Signature

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16/016 Pensions

Neither of the EPC employees come under the parameters for automatic enrolment on our staging date of 1 June 2016. However either of the employees could opt in should they wish to (subject to further research). Should the finance committee recommend to council to engage an independent financial advisor for some initial/basic advice?

Two pension schemes were discussed, the Local Government Pension Scheme and NEST which the government has set up. It was decided that Cllr Routledge would look into the two schemes as she has a pensions background.

16/017 Matters raised by Councillors for the next agenda or for information only.

The insurance renewal was discussed, it will be on the PC May agenda. Cllr Routledge offered to help look through insurance comparisons.

Market Field was discussed, the school has a new contractor to cut the field. Before the next meeting the clerk is to find out the costs, as the PC does pay a percentage of those costs.

Cllr Routledge requested that the Post Office be added to the May PC agenda – regarding their hours of service.

The clerk provided the information that Mr Jennings would shortly be making his first two cuts of Dene Park and that the cost per cut will be £63.

The meeting closed at 9.13pm.

Minuted by Mrs. A Baxter

10th May 2016

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Signature

Date