

**Minutes 12<sup>th</sup> April 2018**  
**Elmstead Parish Council – Finance Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Jean Routledge (Chairman), Nick Bell, Mike Kirby and Martine Ward  
Mrs Baxter (clerk), Cllr Paul Beard  
Absent: Cllr Solma Ahmed

Meeting commenced at 7.30pm

**18/018 To appoint a chairman**

It was resolved to appoint Cllr Routledge as the chairman of the Finance Committee.  
Proposed: Cllr Bell, Seconded: Cllr Ward, all in favour.

**18/019 Apologies of Absence**

None were received

**18/020 Declaration of Pecuniary Interests and Non Pecuniary Interests**

Cllr Routledge declared a non pecuniary interest in Elmstead in Bloom and Upmarket as she is on the committees for both.

**18/021 To approve and sign the Minutes of the meeting of 15<sup>th</sup> January 2018.**

It was resolved to accept the Minutes of the meeting of 15<sup>th</sup> January 2018 as true and accurate.

Proposed: Cllr Bell, Seconded: Cllr Routledge, all in favour.

**18/022 To review the status of actions agreed at the meeting of 15<sup>th</sup> January 2018.**

Cllr Kirby took his application for bank signatory into Barclays last week and they put in in internal mail. The fencing at Elmcroft will be replaced by Go Homes after Easter. Elmstead in Bloom will be replanting the planters at the end of May.

**18/023 2017/18 Fourth Quarter (Year End) Review**

*To review the expenditure to the year end of 2017/18 against the set budget.*

It was felt that the council had budgeted well. The timing of the giving of grants has changed so that none fell in the 2017/18 accounts, although £3,000 was budgeted for, which accounts for the overall increase in reserves.

It was discussed that it would be helpful to have a section for debtors and creditors to see the overall year-end position. This will be done for the next financial year.

**18/024 Grant Applications**

*To consider the applications made by the village groups and agree a recommendation to make to full council for approval.*

There was a discussion around the reasoning for which clubs get awarded how much. Should it be based on how vital the group is to the village, on how high the membership is or on how many people benefit from the group's work? Also that the council should look after the young and elderly.

It was resolved that the maximum grant for any award should be £300. Proposed: Cllr Routledge, Seconded; Cllr Kirby, all in favour.

The committee discussed each application and decided an amount to recommend. It was decided that as Elmstead in Bloom has a big impact on the village it should receive £300. As Upmarket is vital to the village, and will need to increase its circulation in the next few years, it should receive £300. As the Marketeers are providing such a good service to the elderly of the village it should receive £300. Other organisations where membership is low and/or dropping were recommended for £150. It was discussed that prior to considering grants next year we should ask groups what they are doing to try and

Signature .....

Date .....

**Minutes 12<sup>th</sup> April 2018**  
**Elmstead Parish Council – Finance Committee**  
Community Centre, School Road, Elmstead Market, CO7 7ET

increase their membership. We'll also ask groups to be more specific about what they are intending to purchase with the funds and for an actual cost.

**18/025 Community Centre Waste Disposal**

*To consider a possible alternative to our current supplier.*

On comparing costs of our current supplier and an alternative it was resolved to give notice to our current supplier (2 months). Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.

**18/026 Office Furniture**

*To consider the clerk's request for a new office chair and a laptop bag. Also to consider the need for a fireproof lockbox for the office for valuable documents.*

It was suggested that we ask our auditor for suggestions of solicitors who could hold our deeds. It was agreed for the clerk to purchase a laptop bag and a new office chair (the budget for the chair being £100). It was agreed to purchase the £159 fireproof safe from Titan

**18/027 Matters raised by Councillors for the next agenda or for information only.**

Cllr Routledge agreed to help the clerk with the asset list.

**The meeting closed at 9.45pm**

**Minuted by Mrs. A Baxter**

**12<sup>th</sup> April 2018**

**Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com)**

**01206 827139**

Signature .....

Date .....