

**MEMBERSHIP:**

Cllr A. Doherty  
Cllr T. Hing  
Cllr R. Harrison  
Cllr J. Sanford  
Cllr C. Foxall  
Cllr S. Boulton (ex-officio)  
Cllr J. Frank (ex-officio)



**MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON TUESDAY 6<sup>th</sup> November 2018**

**Present:** Cllr Doherty Cllr Boulton Cllr Sanford  
Cllr Foxall Cllr Harrison Cllr Hing (part)

**In attendance:** Vanessa Lawrence, Roz Capps (Clerks)

- F061 18/19 Apologies for absence**  
Apologies were received from Cllr Frank
- F062 18/19 Declarations of Interest in Items on the Agenda**  
None received
- F063 18/19 To approve the Minutes of the Finance Committee meeting held on 2<sup>nd</sup> October 2018**  
It was **RESOLVED** to approve the Minutes of the Finance Committee meeting held on the 2<sup>nd</sup> October 2018 and a true and accurate record of the proceedings. Proposed Cllr Harrison, seconded Cllr Sanford – all in favour.
- F064 18/19 Clerk's and Chairman's Report**  
The Clerk reported that a letter has been received from a debtor requesting time to pay.
- F065 18/19 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**  
N/A
- F066 18/19 To agree to reconvene the meeting following Public Participation (if applicable).**  
N/A
- F067 18/19 To consider and agree revisions to Financial Risk Register – (Cllrs page of website)**  
Cllr Doherty reported that he has looked at various methods of producing a Risk Policy and Register, examples were presented to members and they agreed that Cllr Doherty's suggestions should be.

Following debate, it was **RESOLVED** to approve Cllr Doherty's proposed revisions. When completed the documents will be circulated. Proposed Cllr Boulton, seconded Cllr Foxall – all in favour.

**ACTION: Cllr Doherty to complete revisions and circulate**

**F068 18/19 To consider and agree to cancel application to open an account with HSBC.**

It was **RESOLVED** to agree to cancel application to open a bank account with HSBC. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour.

**ACTION: Clerk to contact HSBC**

**F069 18/19 To consider in-year underspend and earmarked funds, in relation to funding projects for the current year.**

Underspends were considered and funding for projects for 2019/20 were considered. Final details will be available towards year end.

**F070 18/19 To consider and agree 1<sup>st</sup> round budget requests for projects.**

Funding requirements for projects for 2019/20 were considered but not but there were no resolutions at the present time.

**F071 18/19 To consider and agree 1<sup>st</sup> round budget requests from Committees and Clerk (precepted monies) – (Cllrs page of website)**

Requests from the Clerk (General Admin), the Works & Community Committee and Planning Committee were considered on a line by line basis and adjustments made. This is the 1<sup>st</sup> draft, which will be reviewed by the Committees and the final figures will be agreed at the next Finance meeting. A new code to be added for marketing. The Clerk was asked to obtain figures for future work in the Walnut Tree Field. It was **RESOLVED** to agree the figures set down as the 1<sup>st</sup> draft. Proposed Cllr Doherty, seconded Cllr Boulton – all in favour.

**ACTION: Clerk to obtain quotes for future work in the Walnut Tree Field and to add Agenda item for each of the Committees for formal approval of draft figures.**

**F072 18/19 To consider reserves allocation policy**

Further work needs to be done to produce a suitable policy. This will be prepared and circulated when complete.

**F073 18/19 To consider and agree 1<sup>st</sup> round Earmarked reserves(EMR) for 2019/20 (including ranking of importance)**

Cllr Doherty had prepared detailed spreadsheets with figures covering the next 3 years. Following discussion, it was **RESOLVED** to agree suggested figures and format. Proposed Cllr Boulton, seconded Cllr Foxall – all in favour.

**F074 18/19 To consider and agree structure of payments to FCC following change of use of back office.**

The Clerk advised that this item was not for agreement, but she wished to better understand how to deal with payments for room lettings and payments to FCC in the future, especially if rooms are vacated. It was agreed that FCC Ltd should deal with this.

**F075 18/19 To formally sign the Agreement Terms for the appointment of the Internal Auditor.**

Cllr Doherty signed the letter of appointment. Formal approval for the appointment had been agreed at the previous Finance meeting.

**ACTION: Clerk to send the letter to the Internal Auditor**

**F076 18/19 Other matters the Chair considers urgent  
None.**

**Date of next meeting - 4<sup>th</sup> December 2018**

**There being no further business the meeting closed at 8.30pm.**

.....**Chairman**

.....**2018**