

**MINUTES OF THE FINANCE COMMITTEE OF STAMFORD BRIDGE
PARISH COUNCIL HELD IN THE PARISH OFFICE ON THURSDAY
24th JUNE 2014 at 7.30pm**

Present: Councillors C Kealey – Chairman, P Butterfield, I McEnaney and R Clark.

D.T. King – Clerk

1. To receive apologies for absence.

No apologies received.
2. (a) To record declarations of interest by any member of the council in respect of the Agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

No interests declared.

(b) To note dispensations given to any member of the Council in respect of the agenda items listed below.

No dispensations given.

3. Public Session (Members of the public will adhere to the rules set by the Council for this session which will last a maximum of 15minutes).

No members of the public were in attendance.

- 4 To confirm the minutes of meeting held on the 20th March 2014 as a true and correct record.

RESOLVED: (All in favour) that the Minutes of the meeting on 20th March 2014 are approved and signed as a true and correct record.

Proposed by Councillor Butterfield and seconded by Councillor Kealey with all Councillors in favour.

- 5 To review matters outstanding from the last meeting.

Item 8 - DK to contact A Barker to ask him to clarify at the ERNLLCA West area meeting July whether PCs with small staff numbers need to offer pensions and also where the staff work limited hours

IM confirmed time sheets are now completed by the two cleaners

- 6 To review receipts and payments to the 19th June and to agree information to be reported to the next Parish Council meeting and also action to be taken regarding outstanding cheques (£449.50) from the year 2012/13/14 not yet submitted.

Of the 4 outstanding cheques at the end of March 2014 2 had now been presented to the bank which left amounts of £52(Station Club) and £230(PCC)to be cancelled and re-drawn as the cheques had been lost. The Councillors agreed that the Clerk should present both cheques for re-payment at the July meeting.

7. Discuss grant request from Church Youth Group, to be presented to the July meeting.

The Councillors had concerns on the costs involved for the new carpet. It was agreed that following the meeting they would inspect what was required . Following the inspection there was still a number of unanswered questions so it was agreed that Councillor Kealey would contact the Church Youth Group to try and obtain answers.

8. Asset register review latest update following the External Audit

Councillor Kealey advised the meeting that ERNLLCA view was that any item that had no potential resale value should not be included on the asset register but other than that, it was a judgement for a PC to make on what constituted an asset. The asset register for 2013/14 was accepted and this will be presented to the July PC meeting for approval. Items purchased since 31st March to be added to the register. Councillor Kealey suggested that against each item on the register, the date of purchase should be indicated, where known.

9 To review the Councils Insurance cover and to agree action, if any, to be recommended to the Council.

DK to contact A Barker to ask him to clarify at the ERNLLCA West area meeting July what levels of insurance PCs should have. DK to forward the Clerks Direct article on insurance to AB. Councillor Clarke to make enquiries with Zurich Insurance about possible changes to levels of insurance cover

10. To agree the introduction of an order form as required in the Financial Regulations.

The Clerk showed the order form which has been used for the latest bought items. The Councillors agreed it but suggested it should have a standard statement that the supplier must contact the Clerk to the Council in advance to

agree delivery day, time and venue.

The order form is to be presented to the July PC meeting for approval.

11. To review progress with the purchasing of items approved by the Council following the successful grant applications made to ERYC.

Already agreed at March meeting.

12. To review items agreeing action as identified by the review of financial regulations as recorded in the minutes of the meeting held on the 15th August 2013.

Completed at the March 2014 meeting.

Monthly bank reconciliations are not yet happening, the Clerk to do this with immediate effect.

13. To discuss the Parish and Town Council Financial Management Day Training Seminar to be held on 23rd July 2014

No Councillors available from the Finance Committee to attend the seminar on 23 July.

14. To review the Finance Committee terms of reference and if deemed appropriate, to put forward suggested amendments to the next Parish Council Meeting.

The new Standing Orders and Financial Regulations still need to be signed by Councillor Butterfield. The Clerk will organise this

15. To discuss costs provided by the Clerk for the repair of the Millennium clock, now that the work has finished on Homecare.

It was agreed to put the cost of the clock repair as it could be as much as £1000 for approval at the full Council meeting in July with the recommendation that the repair goes ahead.

16. To agree a date for the next meeting.

The next meeting Monday 22 September 2014 at 7.30pm.

The meeting closed at 9.15pm.