

**MINUTES OF THE FINANCE COMMITTEE OF STAMFORD BRIDGE
PARISH COUNCIL HELD IN THE PARISH OFFICE ON THURSDAY
20th March 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 9th January 2014 as a true and correct record.

RESOLVED: (All in favour) that the Minutes of the meeting on 9th January 2014 are approved and signed as a true and correct record.

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

- 5 To review matters outstanding from the last meeting.

The Clerk was asked to speak to Brad Webster to see if it were possible to speed up the bill for the move of the grit bins.

- 6 To review receipts and payments to the 20th March and to agree information to be reported to the next Parish Council meeting and also action to be taken regarding any outstanding invoices for the year 2013/14 not yet received.

Councillor Kealey advised the meeting that receipts in the year were in line with budget but payments in the year would be significantly less than budgeted. This was principally due to a massive underspend of the winter weather budget

as a result of the mild winter, the Shallows precept project lighting scheme not been completed in the year & Christmas lights costs been lower due to reduced installation and removal costs. This would increase the level of reserves at the year-end significantly. Councillor Butterfield proposed that before the end of March, salt/grit be purchased up to a value of £2000 and that the cost should be paid out of this year's accounts. This was unanimously agreed as Councillor Butterfield had previously been given the authority to purchase salt/grit at an earlier Parish Council meeting.

The meeting also agreed that the cost of the Shallows lighting project be met from reserves and not the 2014/15 budget and that if deemed appropriate, further expenditure in the new-year be met from reserves.

7. Agree action to take into account the legal method by which the Council can make payments following the repeal of Section 150(5) of the Local Government Act 1972.

The Clerk was asked to contact Alan Barker and obtain a copy of The Practitioners Guide for Local Council which was due for release on 17 February.

8. To discuss the Personnel Committees proposals regarding pension arrangements for Council staff and to make proposals to be placed before the Council

The Clerk reported that the Personnel Committee are still to meet the staff to discuss the new pension arrangements. The staff will also be asked to fill in time sheets as from 1 April.

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

Councillor Kealey gave each Councillor a copy of an article from 'Clerk and Councils Direct' July 2013 regarding insurance cover. The Councillors were asked to consider this article for further discussion at the next meeting so that if necessary, any changes to the present levels of cover could be recommended the Parish Council.

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

Councillor Butterfield agreed to arrange supply a sample purchase order book and that when agreed, this would be used in future, for all significant purchases by the Council

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

All the ERYC grants have been approved. All paperwork received signed by the Chairman and sent back to ERYC. Equipment to be ordered in 2014/15.

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.
 - 12.1 It was agreed that the asset register may need updating and to do this the Clerk will circulate the current asset register to all Councillors for comments. Councillor Kealey advised the meeting that he had asked ERNLLCA to clarify what level of value per item constitutes an asset. This will be clarified at the ERNLCCA West April meeting.
 - 12.2 Re 7.18 (c) - The Clerk agreed to carry out monthly bank reconciliations
 - 12.3 Re 7.18(d) – The Clerk advised the meeting that he did not require any further financial training at this time
 - 12.4 Re 7.18(f) – The meeting unanimously agreed that there was no real benefit in completing quarterly vat returns and that the present annual return would continue
13. To discuss proposals from the Personnel Committee for staff training.

The Personnel group are to be asked to contact ERYC to see if they can obtain any lifting advice for the street cleaners.
14. The Clerk will arrange for the Chairman to sign the new Standing Order and Financial Regulations as approved by the Parish Council
15. To agree a date for the next meeting.

Date of next meeting: 19 June 2014.