

**MINUTES OF FINANCE COMMITTEE HELD ON SEPTEMBER 8TH 2014
IN CAPEL VILLAGE HALL COMMITTEE ROOM**

PRESENT: Mr Salter (Chairman), Mrs Schryver, Mrs Pearson, Mr Ball and Mrs Coke (Clerk)

1. APOLOGIES: Mr McLachlan

2. MINUTES: The minutes of the Finance Committee meeting held on 12th May 2014 were agreed as a correct record.

3. DECLARATION OF INTEREST: None.

4. MATTERS ARISING: None

5. BALANCES AND BUDGET MONITORING AT 31.08.14

5(i) NatWest Current a/c - £194,776.15
NS&I - £56,679.09

Summary of Grants to BGCA 2014:

Available for BGCA grant Aid for hall	£200,000.00
Architects fees paid 29.04.14	£9,600.00

Residual available at 31.08.14	<u>£190,400.00</u>
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5(ii) Playground Costs

<u>Total spend as per P&L</u>	<u>33,241.10</u>
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Total cost re surfacing Capel Playground	31,941.90
Bark & weeding & maintenance across 3 playgrounds	1,299.20
	(£33,241.10)

<u>Cost of re surface</u>	<u>£31,941.90</u>
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London Marathon Trust grant	£23,000.00
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CPC grant	<u>8,941.90</u>
	£31,941.90

5(iii) Cost savings

Insurance cost saving	£1,309.43
Donations (cancelled out £100 from PlaySmart for sponsoring Cricket Club)	

5(iv) Parish Maintenance

More than half the allocated budget had been spent at 31.08.14

6. SIX MONTHLY AUDIT

To be arranged with Internal Auditor for convenient date within first two weeks of October and to be minuted at the October full Council meeting.

7. ANNUAL RISK ASSESSMENT

To be arranged for early October and minuted at October full Council meeting

8. TO RECOMMEND DRAFT FINANCIAL REGULATIONS FOR ADOPTION BY FULL COUNCIL.

Hard copies had been circulated to Committee members. Attention was drawn to specific items:

5.2 Information on accounts summaries showing personal payments including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment may be summarised to remove public access to any personal information.

Committee to nominate a member to monitor signature to cheque stub to invoice to verify all signatures

6.10 The Clerk to write to NatWest (with authorisation from signatories) to request on screen monitoring of bank statements by Clerk

6.6 It is in order for cheques to be signed at the end of a full Council meeting, the monthly accounts having been approved prior to cheque signing.

Committee to nominate a member to verify signature to cheque stub/ invoice at each meeting

6.18 paragraph has been retained but at time of adopting regulations it is not proposed to have a Council debit card.

6.19 paragraph retained as considered useful for Clerk/RFO to have a prepaid Debit Card / cash card with a maximum value of £250

6.21 Where possible the Clerk to purchase all stamps via the PC Viking Account

9. BUBGET CONSIDERATIONS 2015 / 2016

9(i) Request for approval from Cllr Clack for Capel Youth Club building to be shared with / revert to PC as a Parish Office to enable appointment of Assistant Clerk

9(ii) Request from a resident for a Community Orchard. Possibility of using part of Capel allotments for this

DATE OF NEXT MEETING: Monday 10th November 2014 in the Committee Room at Capel Village Hall starting at 7.30pm