

**Minutes of the Finance Committee of Old Marston Parish Council Meeting held on the 25<sup>th</sup> July 2017 at 5:00pm in the Back Room of the Mortimer Hall.**

**Present:**

**Parish Council**

**Pat Hall (PH) – Chairman      Mick Cadd (MC)      Barrie Lewis(BL)**

**Tim Cann (Clerk)**

**Members of the Public: 0**

**FIN17/07/01** MC proposed co-opting BL on to the Committee. PH Seconded. It was RESOLVED Barrie Lewis to be co-opted onto the Finance Committee.

No Councillors declared any prejudicial interests and no one intended to record the proceedings of the meeting.

**FIN17/07/02 Apologies for Absence:**

Nils Bartleet – Unwell.

**FIN17/07/03 Public Participation:** None.

**FIN17/07/04** It was RESOLVED to accept the minutes of the previous meeting held on the 12<sup>th</sup> April 2017.

**FIN17/07/05 Matters arising omitting those for which an agenda heading follows:** None

**FIN17/07/06 Review recommendations from the Pavilion Committee:**

- a. Fire Alarm: The Pavilion Committee recommended to the Finance Committee that it accepts the tender for £360. It was RESOLVED to accept the tender for £360
- b. Security Alarm: The Pavilion Committee recommended to the Finance Committee that it accepts the tender for £1045 plus VAT subject to ongoing costs. It was RESOLVED to accept the tender for £1045 plus VAT.

**FIN17/07/07 Quarter One of the Financial Review:** The Clerk informed the meeting that Nils Bartleet had gone through all the financial records from the 1<sup>st</sup> April through to the 30<sup>th</sup> June 2017 and found all procedures were being carried out in accordance with the financial regulations.

**FIN17/07/08 Update on Budget v Expenditure:** The Clerk went through the spreadsheets for April, May and June for expenditure and explaining the overspend:

**April – Recreation Grounds:** £612.55 – Replacement of pump in Boult's Lane Recreation Ground

Administration: £122.83 – Clerks quarterly tax & NI contributions

Soft/Hardware: £42.53 – Repair to Clerk's laptop and renewal of email address

Insurance: £648.83 – Added new pavilion to cover

Memberships: £39.17 – CommunityFirst & Green Belt Network

**May – Pavilion:** £50.48 – Annual Alarm charge

Signed by the Chairman.

Recreation Ground Maintenance: £223.57 – More cuts during Summer months

Cemetery Maintenance: £250.00 – More cuts during Summer months

Tree Maintenance: £6900.67 – Tree work carried out from last year's survey

Memberships: £35.83 – ICCM annual membership

**June** – Administration: £151.78 – County Council pension review increase

Stationery: £79.33 – Printing of 150 x Booklets

Pest Control: £181.67 – Quarterly Charge

Cemetery Maintenance: £277.60 – More cuts during Summer months

Internal Auditor: £238.17 – Half yearly charge

**FIN17/07/09 Information Sharing:** Nothing shared.

**FIN17/07/10 Anything of an urgent nature which has come to the Clerk's attention since the agenda was set:** The Clerk advised the meeting that as part of the course he is doing, the risk assessment was seen as "the bare minimum" and a software was suggested which gave a more enhanced risk assessment report costing £110 plus VAT. It was RESOLVED the new software be purchased.

**FIN17/04/10 Information Sharing:** Nothing shared.

**Meeting ended: 5:41**

**Date of Next Meeting:** TBA

Signed by the Chairman.