

Shotgate Parish Council



MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL AT BRUCE GROVE, SHOTGATE, ON TUESDAY 1ST OCTOBER, 2013 AT 7.00 P.M.

PRESENT:

Councillors: P. Knott, K. Allen, D. Harrison, M. Hodges and F. Lyons

ALSO PRESENT:

Clerk – Georgina Bassett

01. Appointment of Chairman:

It was proposed by Cllr. Knott and seconded by Cllr. Vickers to appoint Cllr. Knott as Chairman of the Finance and General Purposes Committee – **agreed**.

02. Apologies for absence:

Apologies for absence were received from Cllr. Vickers and Cllr. Fanthorpe.

03. Declarations of Members' Interests:

No declarations of interests by members on any agenda items received.

04. Public Session:

No members of the public to be heard.

05. Finance:

(a) The bank statements for July and August 2013 were reconciled.

Proposed by Cllr. Harrison and seconded by Cllr. Hodges – **agreed**.

(b) Payments considered on invoices supplied or in the absence of an invoice for approval of payment on receipt of invoice on the following were considered:

Veolia Pathway to the contractors	£13,200.00
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Members considered the payment and agreed that as there are a number of surface cracks to be completed and flooding in an area following rain, that 50% to be paid - £13,200.00 of the amount. Proposed by Cllr. Hodges and seconded by Cllr. Allen - **agreed**. A meeting is scheduled again with the contractor in the next couple of weeks and the Parish Council will contact Basildon Borough Council to invite them to attend etc. this site visit prior to full payment sent to the contractors.

A letter defining the outstanding faults will be sent to the contractors after the next site meeting for clarity.

Meadow Walk park equipment	£ 8,398.00
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This was considered and it was **agreed** to defer until funding received from E.C.C. as the Parish Council has already paid out for the pathway in full and is low on funds.

Hall Hire – June - September month (incl. one Allotments 2012/2013)	£84.00
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Members **agreed** to pay.

Newsletters - printing – Total Financial Planning Members agreed to pay.	£56.00
Internal Auditor – Heelis & Lodge Members agreed to pay.	£115.00
External Auditor - PKF Littlejohn LLP Members agreed to pay.	£240.00

Members noted that the Street Dog Waste Bin although ordered, has yet to be installed.

Pathway signs – Veolia Pathway and Meadow Walk Pathway – awaiting confirmation of approval of these signs for installation. The Clerk to liaise further with Basildon.

Consideration of Essex Air Ambulance – donation S137 – proposed by Cllr. Lyons and seconded by Cllr. Harrison to donate £50.00 – **agreed**.

Receipt:
HM Revenue & Customs 2012/13 – Income Tax £128.48

06. Precept/Budget 2014 – 15:

Initial consideration, including figures received for projects was reviewed for projects etc. for 2014 - 2016.

Cllr. Harrison proposed and Cllr. Lyons seconded 1% of the current precept to £234.35 increase recommendation to the Parish Council for consideration. The Council to review the layout of the general and projects expenditure and consideration for projects and costings in 2014/15 at another meeting.

07. Audit – Financial Control:

- (i) The Risk Assessments (i) – Risk at Clerk’s home; (ii) Anti-graffiti spray; (iii) Inserting plaques in bus shelters; (iv) Shotgate general were reviewed and noted.
- (ii) It was **agreed** to re-appoint the Internal Auditor – Heelis and Lodge for the year 2013/14. Proposed by Cllr. Harrison and seconded by Cllr. Lyons.
- (iii) It was **agreed** to defer the internal audit report for review.
- (iv) It was **agreed** to defer the Assets Register for consideration of an increase in adjustment for insurance cover.
- (v) It was noted that the Financial Standing Orders were reviewed on 9th July, 2013.
- (vi) It was noted that the Standing Orders were reviewed on 9th July, 2013 – one part outstanding to be reviewed at the next Personnel Committee Meeting.
- (vii) The Annual Report was certified as approved from the external auditor and it was noted that no requests were made for amendments/updates.
- (viii) It was noted that the Freedom of Information Act was reviewed in May 2013.
- (ix) It was noted that the Complaints Procedure was reviewed in May 2013.
- (x) The Health and Safety Policy was reviewed with no amendment.
- (xi) The current procedures for the financial control were reviewed and members **agreed** no changes at this moment in time.

08. Mandate for Signatures:

The updated mandate is still circulating amongst members for return to the Co-operative Bank.

The meeting ended at 8.10 p.m.

Signed
Chairman of the Parish Council

Dated: