

# Minutes of the meeting of the Finance Committee held at 7.00pm on Monday, 9<sup>th</sup> September 2019 in the Parish Council Committee Room

**Present:** Councillors – Peter Gee (Chairman), Steve Airton, Chris Farrance, Sarah Craig, Stuart Elborn  
**In attendance:** Karyn Reid (Executive Clerk)

Item No.

**19/20FC**

## **1. ELECTION OF COMMITTEE CHAIRMAN FOR 2019/20**

Cllr Airton nominated Cllr Peter Gee as Committee Chairman; seconded by Cllr Farrance and **AGREED** by all. No other nominations were received. Cllr Gee was duly appointed as Committee Chairman.

## **19/20FC 2. OPEN FORUM**

No members of the public were present.

**19/20FC**

## **3. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Roger Robertson.

**19/20FC**

## **4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)**

No requests for dispensation were received.

**19/20FC**

## **5. DECLARATIONS OF INTEREST**

No declarations made for any item on the agenda.

**19/20FC**

## **6. APPROVAL OF MINUTES**

Cllr Farrance proposed that the previously distributed minutes of the 15<sup>th</sup> April 2019 Finance Committee meeting be signed as an accurate record; as no other member present were in this meeting, it was **AGREED** by all to accept these minutes on Cllr Farrance's recommendation and that they had been recorded as received by all at Full Council on 13<sup>th</sup> May 2019. The minutes were signed by the Committee Chairman.

## **19/20FC 7. ACTIONS LOG**

The following items were noted;

- 16/17FC 49 - the Risk Assessment update was an ongoing project currently with the Clerk.
- 18/19FC 26. – Executive Clerk and Cllr Robertson were working together to improve the Parish Office phone system including mobile phones. Timeline was to have mobiles in place ready for Christmas Market advertising early November 2019.
- 18/19FC 36. – heating for Parish Office is being considered as part of the larger office refurb by end of year.

## **19/20FC 8. CHAIRMANS ANNOUCEMENTS**

Cllr Gee informed all that he would be attending the Victoria Halls Charity Trustees meeting along with Cllr Farrance. An update on the Management Agreement review was provided by the Executive Clerk. As the Halls Charity were currently undergoing a change to become an Incorporated Charity, it was advisable to wait until this process was complete before agreeing all terms as currently presented within the Management Agreement.

## **19/20FC 9. PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

Cllr Gee took the opportunity to welcome new Cllrs Craig & Elborn to the Committee.

**19/20FC**

## **10. MID YEAR BUDGET REVIEW**

i) To review mid-year budget, agree EMR changes and make recommendation to Full Council (attached). The Executive Clerk presented the circulated EMR recommendation as discussed during Full Council in order to allocate the general reserves fund to specific projects where required.

After a full discussion and queries raised by Councillors present, it was agreed that due to the previous budget setting process of the Parish Council, Councillors were not in possession of sufficient financial data and procedure to continue.

It was recommended by the Executive Clerk for the Finance Committee to close the meeting and reconvene at a later date.

Cllr Airton proposed that the Executive Clerk circulate further details of the current budget, figures and financial procedure to all members of the Committee. The Executive Clerk would also spend some time with each Committee Chairman to ensure that they were fully informed of the budgets allocated.

Cllr Gee seconded this motion and all **AGREED** to reconvene in two weeks 923<sup>rd</sup> September 2019).

**ACTION:** Executive Clerk to circulate further data including a draft budget briefing document to all Councillors and liaise with Committee Chairman's regarding their budgets.

It was agreed for the meeting to close at 7.56pm.

.....Chairman

.....Date

#### APPENDICES

- Action Log
- Mid Year Budget
- EMR Recommendation