

Minutes of Finance Committee held 17th July 2018

In attendance: M. Harriman M.J. Edwards, J. Holmes, B Blackmore, , M. Wilde

Chair: Councillor M.J. Edwards

Clerk and Responsible Financial Officer: S Baxter

Apologies: Councillor J Hobbley

1. **Apologies** were given and accepted.
2. There were no members of the press and public present for the meeting.
3. **Election of a Chair:** This item had been deferred from the previous meeting of the Committee. Councillor Harriman nominated Councillor M.J. Edwards, and this was seconded by Councillor Blackmore. Councillor Edwards was duly appointed chair of the Finance Committee.
4. The **Minutes of the meeting** held on the 21st May 2018 were agreed as a true record.
5. **Quarterly Financial Report.:** The Clerk presented an Income and expenditure report for the first quarter. This was considered and **Approved**.
6. **Review of Grants Process;** The documents were considered, and a number of amendments suggested and agreed. It was agreed to recommend the amended documents to Full Council at the September meeting. It was agreed that the grants process shall remain an annual process. **Action: Clerk to make necessary amendments to document and to put on agenda for Full Council approval**
7. **Review of Standing Orders:** The Clerk explained that revised Standing orders had been received from NALC via the One Voice Wales. It was agreed that the Clerk will work through the document to identify and highlight the additions and amendments and will ensure the specific Community Council requirements that were added into the previous version are added into this version. Once this is done the document will be circulated to members of the Finance Committee and shall be recommended for adoption to Full Council on the next available agenda. **Action: Clerk to make necessary amendments to document and to put on agenda for Full Council approval**
8. **Review of Financial Regulations:** The Financial Regulations were considered and reviewed, particularly in the light of some difficulties experienced with engaging contractors to seek quotations for more minor items. These difficulties were highlighted by the Clerk and Councillor Holmes. Councillor Harriman highlighted a document he had read from Lindfield Parish Council, which had a greater amount of delegated authority to spend within their regulations, and also had a delegated duties document. Discussion centred on Section 4 and the amounts set out in 4.1 as authority for expenditure. Councillor Holmes raised the issue of approvals for lighting repairs and this was considered. There was a discussion about the different amounts that could be set. Councillor Edwards suggested an amount of £750 be set and that this be reviewed the following year to see if this improved matters. This was seconded by Councillor Blackmore. This was agreed as an amendment to the regulations (subject to Approval by Full Council). A discussion took place on Section 11 and in particular section g, relating to the need to obtain quotations. It was agreed that in the light of difficulties experienced, the amounts be revised to read that items of expenditure between £0 and up to £250, do not require estimates. Items to cost between £250 and £750 the RFO shall strive to obtain 3 estimates. Where expenditure is over £750 the RFO shall obtain 3 detailed quotations. This was agreed. **Action: Clerk to make necessary amendments to document and to put on agenda for Full Council approval**
9. **Grass Cutting Contract:** - The Clerk advised on the current position, relating to the Cemetery part of the Contract where it had been suggested that the cemetery have its own

separate contract. This would mean that the Allington park part of the contract (and potentially other areas) could tie in with the Trust's contract. It was agreed that the Cemetery committee shall consider this aspect and make a decision at their next meeting. The Clerk also advised that she is to set up a meeting of the three Chairs of the relevant Committees to discuss this and a direction forward.

10. Allotment Matters update: The Clerk advised of a meeting between herself, Councillor Bailey and a local Solicitor who was willing to take the matter on on behalf of the Community Council. The Committee expressed the view that the advice and an idea of cost form at least one other Solicitor should be sought. **Action: Clerk to arrange further meeting with a Solicitor.**

11. (Not for Publication):

12. Forward Work Programme: - The Clerk advised of a Forward Work Programme for the Committee and this was considered, and additions made. **Action: Clerk to make additions and recirculate.**

13. Date of the next Meeting: This was confirmed as the 19th November, specifically for the precept. A further meeting may need to be called if required sooner.