**KIRDFORD PARISH COUNCIL**

**Minutes of the Finance Committee Meeting held in the Kirdford Village Hall, Kirdford on Monday, 11th May, 2015 commencing at 5.00 p.m.**

**Present**: Cllr. Mrs. A. Gillett (in the Chair)

 Cllr. Mr. I. Campbell

 Cllr. Mrs. K. Fenney

 Cllr. Mrs J. Robertson

16. **APOLOGIES FOR ABSENCE**. Apologies for absence had been received from Cllr. Mr. Ransley (attending District Council Meeting).

17. **TO RECEIVE DECLARATIONS OF INTEREST**. There were no declarations of interest from Members.

18. **TO MAKE RECOMMENDATIONS TO FULL COUNCIL RE: ACCOUNTS FOR AUDIT** - To receive and if agreed to confirm the accuracy of the accounts for the Financial Year 1st April, 2014 to 31st March, 2015 and signature of the Annual Return. Copies of the Annual Return that had been internally audited were distributed to members. Following a review of these it was **AGREED** :-

 ***To recommend to Full Council approval of the accounts as presented as it was felt that these were an accurate record of the accounts for the Financial Year 1st April, 2014 to31st March, 2015***

19. **TO MAKE RECOMMENDATIONS TO FULL COUNCIL RE: INSURANCE RENEWAL, 1st JUNE, 2015**. Unfortunately the quotations had only been received today and therefore a full assessment of these had not yet been undertaken. Therefore, it was **UNANIMOUSLY AGREED** that Cllr. Mrs. Gillett in association with the Clerk should review these documents and present an analysis and recommendation for Full Council.

20. **TO CONSIDER MAKING RECOMMENDATIONS TO FULL COUNCIL RE: PURCHASE OF WHEELIE BIN STICKERS**. Due to the locations that residents put their wheelie bins, it was not considered appropriate to purchase any stickers.

21. **TO REVIEW THE RESERVE ACCOUNTS.** As at the 31st March, 2015 the reserves were as follows:-

Village Improvement Fund £11,000.00

Neighbourhood Development Plan £ 7,020.17

Environmental Concerns (Emergency Equipment) £ 2,000.00

Community Flood Fund £ 1,248.00

Safety Surfacing Fund £ 2,000.00

Village Workshop Fund £ 441.20

General Reserve £28,719.13

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 £52,428.50

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1. **Additional unbudgeted requests**. Possible items that the Council might require in the future were discussed, i.e., legal fees and play equipment.

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Finance Committee Meeting

11th May, 2015

1. **Future unrequested items**. It was considered that going forward the Council should budget for additional staffing time, i.e., 40 hours in total between two members of staff 30 hours for the Clerk and 10 hours for a Deputy Clerk.

It was considered that the pedestrian access to School Court needed the entrance to be tarmacked, etc., in order to enable easy access for mothers with buggies and it was estimated that such works would cost in the region of £1,000.00 and this expenditure should be taken from the General Reserve. It was felt these works should be instigated as soon as possible.

 (c) **Donation towards the renovation of the Plaistow Road Football Pitch**. A request had been received for a contribution of £600.00 towards the cost of renovations of the Plaistow Road Football field which would cost about £1,300.00. It was **RECOMMENDED** that :-

 ***The sum of £600.00 should be donated and that this should be taken from the General Reserve.***

 It recommended that the sum of £500.00 should be budgeted for such works every two years.

22. **TO CONSIDER THE NEED TO TREAT THE BENCHES AND NOTICEBOARDS IN THE PARISH TOGETHER WITH ANY NECESSARY REPAIRS.** The benches and noticeboards needed attention and should be rubbed down and then have wood preservative applied. The bench on Butts Common needed replacing together with a new plaque as existing. The family who donated this bench would be contacted, but it was considered that the Council should purchase the new bench.

23. **TO CONSIDER RECOMMENDING AMENDMENTS TO STANDING ORDERS**. The following were recommended :-

1. All agendas must include the working documents that members use to make their decisions.

2. All minutes must be published within thirty days of all Council, Committee and Sub-Committee meetings.

3. A list of Councillor responsibilities should be published.

4. A list of all items of expenditure above £500 should be published.

24. **TO CONSIDER RECOMMENDING AMENDMENTS TO FINANCIAL REGULATIONS**. It was recommended that expenditure of up to £500.00 should be able to be expended without the need for three quotations to be obtained in order to cover the occasions when it was not possible to obtain that many quotes.

There being no further business the meeting closed at 6.30 p.m.