

**Hemyock Parish Council**  
**Finance Committee Meeting**  
**held at Longmead at 10.00am on 20<sup>th</sup> July 2016.**

Subject	Action
<p><b>1. <u>Present</u></b> Mr N Punnett (Chair), Mrs H Stallard, Miss P Lawrence, Mr T Barton and Mrs D Evans (Parish Clerk).</p>	
<p><b>2. <u>Declarations of Interest/Dispensations</u></b> None declared.</p>	
<p><b>3. <u>Minutes from previous meeting</u></b>  <b>PROPOSAL:</b> The finance committee minutes of the 17<sup>th</sup> May 2016 are approved, subject to adding the word 'Trust' between 'Unity' and 'Bank' under item 5.1.  <b>PROPOSED:</b> Miss P Lawrence  <b>SECONDED:</b> Mr T Barton  <b>DECISION:</b> passed (all in favour)</p>	
<p><b>4. <u>Matters Arising</u></b>  4.1 Unity Trust Bank – the clerk has submitted an account application and further news is awaited.  4.2 Risk Management Plan – the group reviewed and suggested amendments to the detailed draft plan prepared by Mr T Barton. The clerk will get a duplicate key for the noticeboards to be kept by Miss P Lawrence as a contingency.  4.3 Insurance Review – this has been completed, the insurance company notified of new sums insured and the appropriate increase in premium paid.</p>	TB Clerk
<p><b>5. <u>Financial Review</u></b>  The group noted the first quarter figures for 2016/2017. Comments to note were:- office expenditure includes a year's photocopying charge, the Section 137 limit is being monitored on the expenditure sheet and the year's budgeted spend of £74,085 does not include a budget for Station Road pavements. When the budgets were prepared it was anticipated that the pavement project would have been completed during 2015/2016. Thus although no spend was forecast for 2016/2017, £23,000 was carried forward into the balance brought forward figure at the start of the year.  <b>PROPOSAL:</b> The finance committee recommends to full council that the quarterly figures are noted and accepted.  <b>PROPOSED:</b> Mr N Punnett  <b>SECONDED:</b> Miss P Lawrence  <b>DECISION:</b> passed (all in favour)</p>	Full council
<p><b>6. <u>NJC Pay Scales 2016-2018</u></b>  The clerk informed the group of the increase in pay scales from April 2016 – 2018. Clerk to confirm actual increase to finance committee. (Post meeting, clerk confirmed increase of 13p per hour). Clerk to add to agenda for full council to note.</p>	Clerk
<p><b>7. <u>Donations/Grants</u></b>  Clerk has received one request but asked the group for more information and this had not been received at the time of the meeting.</p>	
<p><b>8. <u>CILCA</u></b>  8.1 The clerk raised the issue of contractors, hourly rates and contracts. The clerk enquired about the existing contractors and what contracts, if any, are in place. Whilst the council may be satisfied with the current arrangements, good practice suggests it is prudent to go out to tender every few years in order to confirm value for money, etc. The finance committee acknowledged the issues raised and suggested that existing contractors should continue with their work but any new contracts awarded would be for a specific time period and tendered regularly. Clerk to ensure hourly rates are included on invoices from contractors.  8.2 Financial Regulations – the clerk had circulated the full regulations. The group started to discuss but ran out of time. It was agreed that all to give comments to clerk for circulation.</p>	Clerk All/Clerk
<p><b>9. <u>Items raised by chairman</u></b>  Nothing to report.</p>	
<p><b>10. <u>Items raised by councillors</u></b>  10.1 Maintenance Person – Miss P Lawrence asked what needed to be done to progress with the</p>	TB/RC

appointment of a maintenance person to perform the many tasks that need to be done in the parish. Mr T Barton agreed to liaise with Mr R Calcraft to come up with a list of tasks that the council may then put out to tender.	
<b>11. <u>Date of next meeting</u></b> 19 <sup>th</sup> October 2016 at 10am Forbes Lounge.	

Meeting closed at 12.45pm

*Signed*.....*Date*.....