

Hemyock Parish Council Finance Committee Meeting
held at Longmead, Hemyock at 7.30pm on 22nd September 2015

Subject	Action
<p>1. <u>Present</u> Mrs H Stallard, Miss P Lawrence, Mr N Punnett, and Mrs D Evans (Parish Clerk). Apologies: Mr T Barton</p>	
<p>2. <u>Declarations of Interest/Dispensations</u> The clerk declared that:- Agenda item 4 - Mrs H Stallard has a personal interest as she is chair of the Youth Garages Project Committee. Mrs H Stallard. Miss P Lawrence and Mr N Punnett have personal interests as they are members of the Parish Hall Management Committee.</p>	
<p>3. <u>Minutes from Previous meeting</u> PROPOSAL: The Finance Committee minutes of the 30th June 2015 are approved. PROPOSED: Mrs H Stallard SECONDED: Miss P Lawrence DECISION: passed (all in favour)</p> <p>It was noted that the total expenditure for exceptional/outstanding public service was £257.92. This has already been agreed by full council 2nd September. It was also noted that the local botanical training session had been cancelled.</p>	
<p>4. <u>Financial Update</u> The Clerk updated the group on the latest cashbook and budgeted figures for the year to date.</p> <p>4.1 Income figures look to be on track, expenditure items to note:- insurance premium has been received. Insurance for The Garages is due later in the year.</p> <p>4.2 IT expenditure will be £895.</p> <p>4.3 No rates are payable for cemetery this year. Cemetery meeting being held this month. Clerk to ask cemetery committee to inspect railings and any unsafe graves.</p> <p>4.4 The benches work will be nearer £1,600 and this has already been agreed by full council.</p> <p>4.5 Pump refurbishment will be around £4k. Clerk to ask AONB for grant towards celebration/information leaflet.</p> <p>4.6 Kissing gate needs to be inspected. Clerk to ask Mr L Povah to inspect.</p> <p>4.7 Clerk was also asked to chase up the council's legal adviser reference sale of Old Station Yard site.</p>	<p>Clerk</p> <p>Clerk Clerk Clerk</p>
<p>5. <u>Annual Review</u></p> <p>5.1 Financial Regulations – The clerk highlighted a significant change which may be made to Financial Regulations which allows for the adoption of internet banking. Clerk will explore options available from HSBC, the council's bank. Clerk will circulate new Financial Regulations to committee. The bank mandate needs updating and will be completed at the same time as any changes to the Financial Regulations.</p> <p>5.2 Asset Register – the clerk has updated the register with new purchases. Clerk to seek clarity on what information is needed for the asset register, particularly where the original purchase price is unknown.</p> <p>5.3 Insurance – the policy is due for renewal and the council is tied into a deal with the existing company until 2017. The issue of insurance values needs to be addressed alongside the asset register. Mrs H Stallard will speak with an insurance agent about values for insurance purposes for the BHLC and Longmead.</p>	<p>Clerk Clerk</p> <p>Clerk</p>
<p>6. <u>Items raised by Chairman</u> none</p>	
<p>7. <u>Items raised by councillors</u> Mrs H Stallard asked the clerk to check her employment contract to make sure any reviews are up to date. Miss P Lawrence asked the clerk to apply for the Certificate in Local Council Administration (Cilca) qualification. Clerk was asked to include 'precept planning' on the agenda for the next council meeting and to remind councillors that they need to inform the clerk of any planned expenditure for next year.</p>	<p>Clerk Clerk Clerk</p>
<p>8. <u>Date of next meeting</u> Tuesday 10th November at 7.30pm in Forbes Lounge, Parish Hall.</p>	

Meeting closed at 9.35pm

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