

**Minutes of the meeting of the  
FINANCE COMMITTEE  
held on Monday 13th March 2017 at 7:35pm  
in the Committee Room, Freight House, Bradley Way, Rochford.**

**Present:** Chairman Mrs L Shaw, Cllr K Binding, Cllr R Gardner, Cllr R Patient, Cllr D Weir, Cllr Mrs M Weir and Cllr Mrs P Young.

**Also present:** Cllr Mr M Strubel, Cllr S May.

**58. Apologies for non-attendance at meeting:**

Cllr V Leach (ex-officio) (unwell).

Members **accepted** the apologies tendered.

**59. Declarations of any:**

**a) Disclosable Pecuniary Interest;**

**b) Other Pecuniary Interest; or**

**c) Non-Pecuniary Interest**

**on any matter on the agenda for 13<sup>th</sup> March 2017:**

Cllr Mrs P Young declared a Non-Pecuniary interest (c) in relation to Agenda item 8 (Minute 65) as Vice Chair of the Hawkwell Village Hall Management Committee. Cllr Mrs L Shaw also declared a Non-Pecuniary interest (c) in relation to Agenda item 9 (Minute 66).

**60. Public Forum:**

No members of the public were present.

**61. To approve the Minutes of the meeting held on 9<sup>th</sup> January 2017 and to approve the destruction of the notes in respect of that meeting:**

The Minutes of the meeting were **approved** as a correct record and Members approved the destruction of the notes in respect of that meeting.

**62. Action Update List – March 2017:**

Members noted there were no items on the March 2017 Action Update List.

**63. Financial Report – February 2017:**

There were no questions and Members **accepted** the Financial Report.

**64. Quarterly Financial Reconciliation Checks**

**a) Q2 – No issues arising:** Members noted the item.

**b) Q3 – VAT Control checked:** Cllr K Binding confirmed all checks had been successful, with no matters to raise. Members noted the item.

**c) Q4 – Set date for the Q4 checks:** As Cllr Mrs E Gadsdon was absent from the meeting, the Clerk informed Members she would liaise with both Cllr Mrs Gadsdon and Cllr K Binding outside of the meeting to secure a date when both could visit the office to the necessary checks.

**65. Donation request from Hawkwell Village Hall and Hawkwell U3A towards a Hearing Loop from the main hall. Email from Cllr Mrs P Young**

Cllr Mrs P Young explained to Members the hearing loop would cost £2k to install and would be placed in the main hall. Fund raising had taken place and they had successfully raised £1k, with further events planned in which they hoped to raise around a further £300.

Members agreed the installation of a hearing loop was vital for those who suffered with impaired hearing. Cllr Mrs M Weir moved that a donation of £500 be made to Hawkwell Village Hall for the installation of a hearing loop. This was seconded by Cllr R Gardner with all Members in favour.

**66. Donation offered to the 'Now You See Me' Campaign – Verbal report from Cllr Mrs L Shaw**

Cllr Mrs L Shaw explained to Members that Bellway Homes had made an offer to donate a sum of money to the 'Now You See Me' Campaign but for accounting and transparency purposes they would not be able to make payment directly to Cllr Mrs L Shaw. Cllr Mrs L Shaw, in her capacity as District Councillor, had approached Rochford District Council (RDC) to ascertain whether the donation could be paid to them but due to Bellway Homes' past involvement with bids for RDC it was viewed not to be practical. Cllr Mrs Shaw had sought legal advice from RDC and it was suggested the payment be made at a Parish Council level. An invoice from the supplier of the luminous tags would be sent to Hawkwell Parish Council (HPC), for record keeping purposes. The Clerk confirmed that she would check with the auditor that the method in which to show the income from the donation and resulting payment to Cllr Mrs Shaw would be correctly recorded.

Cllr R Patient moved that the donation offered from Bellway Homes be paid to Hawkwell Parish Council and the sum of money received be paid to Cllr Mrs L Shaw for the 'Now You See Me' Campaign. This was seconded by Cllr R Gardner with all Members in favour.

**67. Subscriptions:**

- a) **Essex Wildlife Fund £40.** – Cllr R Patient moved that the subscription for 2017 be renewed at a price of £40. This was seconded by Cllr Mrs M Weir with all Members in favour.

**68. Summary of Decisions:**

- Clerk to arrange a date with Cllrs Mrs E Gadsdon and K Binding for the Q4 2016/17 bank reconciliation checks.
- Donation of £500 to be paid to Hawkwell Village Hall for the installation of a hearing loop in the main hall.
- Donation from Bellway Homes for the 'Now You See Me' Campaign to be received by HPC and subsequently paid to Cllr Mrs L Shaw; donation amount to be determined.
- Annual subscription for the Essex Wildlife Fund (£40) approved for 2017.

The Chairman declared the meeting closed at 7:44pm

Chairman