

**Minutes of the meeting of the  
FINANCE COMMITTEE held on  
Monday, 14<sup>th</sup> October 2013 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford.**

**Present:** Chairman Cllr Mrs L Haskew, Vice Chairman Cllr L Sampson, Cllr K Binding, Cllr V Leach (ex-officio), Cllr J Scrivener, Cllr Mrs L Shaw, Cllr D Weir and Cllr Mrs M Weir.  
**Also Present:** Sue Murray, District Manager – Rochford & Rayleigh Citizens Bureau.

**34. Presentation by Sue Murray, District Manager - Rochford & Rayleigh Citizens Advice Bureau:**

The Chairman welcomed Sue Murray and she thanked Council for the invitation and support over the years; she gave a detailed and informative presentation and a question and answer session took place. Sue Murray was invited to email information to the Clerk for publication in the next Newsletter and on Council's website. Members thanked Sue Murray and she left the Chamber at 7.47pm.

**35. To receive apologies for non-attendance at meeting:**

Cllr R Patient [ex-officio] (another appointment-funeral), Cllr R Mitchell (ill), Cllr Mrs P Young (holiday). Members accepted the apologies tendered.

**36. Declarations of any:**

- a. Disclosable Pecuniary Interest;**
- b. Other Pecuniary Interest; or**
- c. Non-Pecuniary Interest**

**on any matter on the agenda for 14<sup>th</sup> October 2013:**

Cllr D Weir declared a Non-Pecuniary Interest relating to agenda item 12. (Minute 45) as a Member of the British Legion.

**37. Public Forum:**

None present.

**38. To approve the Minutes of the meeting held on 9<sup>th</sup> September 2013 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.

**39. Action Update List (October 2013) :**

Cllr Leach updated that the holders and ribbons were on order with an expected delivery of 5-10 days. The photos and texts had been mounted on ID cards including cards for staff. Cllr Leach advised he had over purchased to allow for changes and he hoped to be handing out the cards at the next meeting. Members discussed whether to date the cards but it was agreed that cards would be returned to Council should a Member cease service.

**Members accepted the report and agreed to close completed items.**

**40. Financial Report – September 2013:**

Members **accepted** the Financial Report.

**41. Notification of completion of the Annual Audit and receipt of Annual Return for year ended 31<sup>st</sup> March 2013:**

The Clerk confirmed receipt of the external audit and commended the external auditors; Littlejohn and this was **noted**.

**42. Consider Draft Budget for Finance Committee 2014//15:**

The Chairman read out the current budget and highlighted that the projection in red for 2014/15 was a guide open for discussion and it was agreed to go through the budget line by line.

- The Clerk informed the Salaries & Wages budget for 2013/14 was actually £38,652 and the projection was agreed.
- The Chairman recommended including provision within Property Maintenance to replace the office sign as it was very old and tatty. After discussion it was decided to vire from reserves the cost of a new sign as it would be a relatively small sum.
- The Clerk clarified Other Professional Fees and Grants 4071, 4072, 4073, 4102.
- The Chairman clarified the amount of Christmas Parcels and Cllr Mrs Shaw advised the cost per Parcel.
- The Chairman summarised that the budget would be a 2.1% increase which was in line. She advised at present there was no restriction from Government which may come into force and thought that Council should not cut services to avoid an increase in budget.

**Members were content with the draft budget predications for 2014/15 and the Clerk was commended for the budgeting preparation and clear layout.**

**43. Consider Donation to Rochford & Rayleigh Citizens Advice Bureau:**

Members queried funds available and the Clerk clarified the Specific Powers budget of £1K. Cllr D Weir proposed a donation of £400 if that was the figure donated last year. Cllr L Sampson questioned affordability to donate a little more, Cllr J Scrivener agreed and recommended the amount be increased. The Clerk advised caution. Cllr Sampson proposed an amendment to the motion on the table to increase the donation to £500 and this was seconded by Cllr Mrs L Shaw.

**Members were content with the amendment therefore the Chairman asked Members to vote on the amended motion to donate £500 and this was carried with one against and one abstention.**

**44. Consider request from Ashingdon PC for financial support re. Ashingdon & East Hawkwell Memorial Hall gate:**

Members discussed this in detail and the Clerk clarified Ashingdon Parish Council had a budget shortfall of £1,300 to the end of March. Cllr Leach clarified Council's relationship with the Memorial Hall in that Council part funded the construction of it and Hawkwell residents used the facility. Members were disappointed that Ashingdon Parish Council could not resource the project through volunteers. **Cllr Mrs L Shaw proposed that, whilst she understood what was being faced by the neighbouring Parish Council, the request be declined.** This was seconded by Cllr K Binding and after a show of hands the motion was carried. The Clerk was instructed to respond accordingly and offer that something could still be published in the Newsletter if they wished to pursue that.

**45. Poppy Appeal – Consider Donation in addition to purchase of wreaths (2 wreaths cost £40):**

The clerk clarified £100 was paid in total last year and Cllr Leach explained 2 separate wreaths were purchased for the separate events and he pointed out that he did not claim petrol for attending the remembrance tides.

**Cllr J Scrivener proposed £100 be paid in total to cover the purchase of wreaths and a donation and Cllr Mrs L Shaw seconded. After a show of hands the motion was carried.** It was noted that Cllr Weir did not vote due to being a Member of the British Legion.

**46. Subscription Renewal – Campaign to Protect Rural England(CPRE) £29:**

Members approved the subscription renewal of £29.

**47. Summary of Decisions:**

- Agreed in principle that ID cards would be returned to Council at the end of service rather than dating them.
- Members approved the draft budget for 2014/15.
- Approved vire of reserves to replace office sign.
- Donation of £500 agreed for Rayleigh & Rochford CAB.
- Declined financial request from Ashingdon Parish Council.
- Approved £100 in total for Poppy Appeal.
- Approved CPRE subscription renewal (£29).

The meeting was closed at 8.34pm.

Chairman

**Footnote to Members: Please recycle this document from within the Full Council Papers for use at the next Standing Committee Meeting.**