

**Minutes of the meeting of the  
FINANCE COMMITTEE  
held on Monday 15<sup>th</sup> May 2017 at 7:45pm  
in the Committee Room, Freight House, Bradley Way, Rochford.**

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

**Also present:** Cllr S May

- 1. To elect a Chairman for the Civic Year 2017-18:**  
Cllr R Gardner nominated Cllr Mrs L Shaw for Chairman. This was seconded by Cllr Mrs P Young and carried by a majority vote.
- 2. To elect a Vice Chairman for the Civic Year 2017-18:**  
Cllr Mrs P Young nominated Cllr K Binding for Vice Chairman. This was seconded by Cllr Mrs L Shaw and carried by a majority vote.
- 3. Apologies for non-attendance at meeting:**  
Mrs E Gadsdon & R Patient had offered apologies.  
Members **received** the apologies tendered.
- 4. Declarations of any:**
  - a) Disclosable Pecuniary Interest;**
  - b) Other Pecuniary Interest; or**
  - c) Non-Pecuniary Interest****on any matter on the agenda for 15<sup>th</sup> May 2017:**  
No declarations relating to a), b) and/or c) were made.  
Cllr Mrs L Shaw reminded Members of the importance in notifying the Clerk of any change in their Register of Members' Interests. Cllr Mrs M Weir indicated that a change to her Register would need to be made in due course, which was noted.
- 5. Public Forum:**  
No members of the public were present.
- 6. To approve the Minutes of the meeting held on 3rd April 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.
- 7. Action Update List –No items:**  
Members noted there were no items on the Action Update List.
- 8. Financial Report – April 2017:**  
There were no questions and Members **accepted** the Financial Report.

**9. Consider donation in memory of Vic Leach to Havens Hospice/Cancer Research UK:**

Cllr Mrs L Shaw informed Members around £917 had been raised in Vic Leach's memory. Members agreed to donate a total of £150 from the Chairman's Fund; £75 would be given to Havens Hospice and £75 to Cancer Research. Members requested the Clerk contact Mrs Leach accordingly.

**10. EALC/NALC Fees 2017-18 (£1,223.59):**

Cllr Mrs P Young proposed that the yearly affiliation fees for EALC and NALC be paid at a cost of £1,223.59. This was seconded by Cllr R Gardner with all Members in agreement.

**11. Q4 Financial Checks completed: verbal update from Cllrs Mrs E Gadsdon & Cllr K Binding.**

Cllr K Binding reported that the checks had occurred with no issues raised. Both the Clerk and Assistant were congratulated on their work in this area, which was noted.

**12. New cheque signatory required**

Members agreed a new cheque signatory was necessary following the passing of Cllr V Leach. It was agreed Cllr K Binding would be the new cheque signatory and would step down from performing the quarterly financial checks. It was agreed Cllr S May would perform the quarterly checks going forward.

**13. Insurance policy renewal: Three-year Long-Term Agreement (LTA):**

Members noted the Clerk's paper which included three quotes and a recommendation. Members enquired if all outstanding claims had been settled and the Clerk informed Members she believed all claims were now closed. Cllr Mrs P Young proposed that Council Insurance be renewed through Came & Company (broker) under a three-year LTA with Inspire/AXA (insurer) for an annual premium of £2,393.65 which would commence on the 1<sup>st</sup> June 2017. This was seconded by Cllr K Binding and agreed by all Members.

**14. Membership Renewals**

**a) Southend Area Bus User Group (SABUG):**

Members agreed to renew the annual SABUG membership at a cost of £4.

**15. Donation request from Rochford District Community Archive (RDCA)**

Members noted the donation request and agreed to defer the item until more information about RDCA could be obtained, including whether other Parish Councils had been approached about donating. The Clerk encouraged Members to look at the website in time for the next meeting.

**16. Summary of Decisions:**

- Cllr Mrs L Shaw re-elected as Chairman for the civic year 2017-18.
- Cllr K Biding re-elected as Vice-Chairman for the civic year 2017-18.
- Cllr Mrs M Weir to contact Clerk in relation to changes to her Register of Members' Interests.

- Donations to Havens Hospice (£75) and Cancer Research (£75) to be made in memory of Cllr V Leach.
- EALC/NALC Affiliation fees for 2017-18 approved.
- Cllr K Binding added as new cheque signatory; Clerk to contact Metro Bank.
- Cllr S May to replace Cllr K Binding for quarterly financial checks.
- Council Insurance renewed under a three-year LTA with Came & Company (broker) and Inspire/AXA (insurer); annual premium £2,393.65.
- SABUG annual subscription renewed at a cost of £4.
- Decision on donation to RDCA deferred while more information on the group is researched.

The Chairman declared the meeting closed at 7:57pm

Chairman