

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 18th September 2017 at 7:31pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Present: Chairman Mrs L Shaw, Cllr K Binding, Cllr Mrs E Gadsdon, Cllr R Patient & Cllr Mrs M Weir.

26. Apologies for non-attendance at meeting:

Cllr R Gardner, Cllr D Weir & Cllr Mrs P Young had given their apologies. Members **received** the apologies tendered.

27. Declarations of any:

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

on any matter on the agenda for 18th September 2017:

No declarations were made relating to a), b) and c. Members also made no declarations relating to any change in their Register of Members' Interests.

28. Public Forum:

One member of the public was present.

29. To approve the Minutes of the meeting held on 12th June 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.

30. Action Update List – September 2017:

30.1 Members noted that Cllr K Binding was now an official additional cheque signatory.

Members **accepted** the Action Update List.

31. Financial Report – August 2017:

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

32. Council Quarterly Bank Reconciliation Check:

a) **Q1 2017/18** – Members noted no issues had arisen. Cllr K Binding enquired why Cllr May had signed the reconciliation report. Cllr K Binding was reminded that now he was a cheque signatory it was good accountancy practice that he did not also do the quarterly checks, which was noted.

b) **Q2 2017/18** – Members noted that the Clerk would arrange a date with Cllrs Mrs E Gadsdon and Mr May for the next set of reconciliation checks.

33. Completion of External Audit Report 2016/17:

Members noted the completion of the External Audit and Annual return for 2016/17.

34. Royal British Legion Poppy Appeal Donation:

Members noted that the Rayleigh service was now Town Council driven and no longer district-wide with Parish Councils not invited to the event. Members were dismayed by this change and agreed it was prudent to now only have one wreath going forward. Members noted the cost of the wreath was £20. It was agreed by all Members to add a donation of £80 donation to the Royal British Legion Poppy Appeal, taking the total payment to the charity to £100.

35. Donation request: Citizens Advice Bureau (CAB) Rochford & Rayleigh:

Cllr Mrs Shaw informed Members she had spent some time with the CAB and had seen what work they undertook which had given her a positive insight into their day-to-day activities. Members questioned CAB's high level of income but it was explained that their outgoing costs were high and therefore most of that was spent. It was noted that five local people were paid at CAB and the lottery grant they received had been ring-fenced to cover training costs.

Cllr R Patient moved that £250 be given to CAB Rochford and Rayleigh which was seconded by Cllr Mrs E Gadson with all Members in agreement. The Clerk explained that the donation would come from the 'Grants Specific Powers' budget.

36. Summary of Decisions:

- Date for Q2 2017/18 Reconciliation Checks to be set with Cllrs Mrs E Gadson and S May.
- Payment of £100 to be given to the Royal British Legion Poppy Appeal; £20 for the cost of a wreath and a £80 donation.
- Donation of £250 to be made to CAB Rochford and Rayleigh under 'Grants Specific Powers'.

The Chairman declared the meeting closed at 7:43pm

Chairman