

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 3rd December 2018 at 7:40pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Cllrs present: Chairman K Binding, R Gardner, R Patient, Mrs M Weir & Mrs P Young.

32. Apologies for non-attendance at meeting:

Cllr S Wootton had given apologies.
Members received the apologies tendered.

33. Declarations of any:

a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest
on any matter on the agenda for 3rd December 2018:
No declarations were made by Members.

34. Public Forum:

No members of the public were present.

35. To approve the Minutes of the meeting held on 8th October 2018 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.

36. Action Update List – December 2018:

36.1 Members noted Cllrs Mrs E Gadsdon and S May had carried out the Q2 2018-19 Financial Checks on the 29th November 2018, with no issues arising.
Members noted the Action Update List

37. Financial Report – November 2018:

The Clerk reported an overall expenditure of 58.7%. Finance was on track and General Purposes was 51% spent due to street lighting and Christmas expenditure. Parks was underspent at 37%. Members briefly discussed the outstanding works for Parks but noted that the budget would remain underspent due to the salary budget. There were no questions and Members **accepted** the Financial Report.

38. Receive Internal Audit Report (Interim) for 2018-19:

Members noted the internal audit report with no issues arising and thanks were given to the office for their work in achieving a good audit.

39. Consider and agree Finance Budget for 2019-20:

Members noted the budget and a proposed increase of £4,464 from £74,461 for 2018-19 to **£78,925** for 2019-20. Cllr R Gardner moved that the proposed 2019-20 budget be passed to Full Council for recommendation. This was seconded by Cllr Mrs P Young with all Members in agreement.

40. Consider Parks, General Purposes and Youth Budgets for 2019-20:

Members noted that Bid 2 reflected the changes as agreed at the **Parks Committee** Meeting on the 12th November 2018 and totalled **£49,475** for 2019-20.

Members also noted that Bid 2 reflected the changes as agreed at the **General Purposes Committee** meeting on the 12th November 2018 and totalled **£53,600** for 2019-20. Members offered their compliments for the improved Christmas lighting at Golden Cross and briefly discussed the plans to add and improve more Christmas Lights pieces going forward.

Members noted that the **Youth Budget** totalled **£1,000** for 2019-20.

Members **approved** the 2019-20 Committee budgets for recommendation to Full Council.

41. Consider Overall Budget for 2019-20:

The Clerk presented an overall budget of £183,000 for 2019-20, with an overall increase of £281 from 2018-19. Chairman K Binding moved from the Chair that an overall budget of **£183,000** be recommended to Full Council. This was seconded by Cllr R Gardner with all Members in agreement.

42. Request for Clerk to attend the SLCC Practitioners Conference in February 2019 (Cost £425: Early Bird Rates):

Members briefly discussed the agenda items on the Conference and agreed that the Clerk should attend the SLCC Practitioners Conference in February 2019.

43. Approve Staff Christmas lunch – Chairman’s Fund:

Cllr R Patient moved that the regular contractor join the Staff for their Christmas lunch with costs to be met by Council. This was seconded by Cllr Mrs P Young with all Members in agreement.

44. Subscriptions: Society of Local Council Clerks (SLCC) £196.

Members approved the subscription.

45. Summary of Decisions:

- Finance budget of £78,925 for 2019-20 approved for recommendation to Full Council.
- Parks budget of £49,475 for 2019-20 approved for recommendation to Full Council.
- General Purposes budget of £53,600 for 2019-20 approved for recommendation to Full Council.
- Youth budget of £1,000 for 2019-20 approved for recommendation to Full Council.
- Overall budget of £183,000 for 2019-20 approved for recommendation to Full Council.
- Request for Clerk to attend SLCC Practitioners Conference in February 2019 approved.
- Staff Christmas lunch approved with regular contractor also to be included.
- SLCC subscription approved for £196.

The Chairman declared the meeting closed at 7:57pm.

Chairman