

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 8th October 2018 at 7:34pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

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

Also present: Cllr S May.

21. Apologies for non-attendance at meeting:

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

22. Declarations of any:

a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest
on any matter on the agenda for 8th October 2018:
No declarations were made by Members.

23. Public Forum:

No members of the public were present.

24. To approve the Minutes of the meeting held on 17th September 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.

25. Action Update List – October 2018:

25.1 The Clerk had requested further information from the Essex Scouts World Jamboree following their request for a donation to see if any of their candidates were Hawkwell residents. Members noted there had been no response to date and agreed to remove the item.
Members noted the Action Update List

26. Financial Report – September 2018:

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

27. Completion of External Audit for 2017-18; no issues arising:

Members noted the completion of the external audit and that the relevant documents were published on the HPC website. Cllr Mrs M Weir requested that congratulations be noted for the office for another successful audit.

**28. Councillor Quarterly Bank Reconciliation Check
Q2 2018-19 – Date to be confirmed for late October**

It was noted the Clerk would liaise with Cllrs Mrs E Gadsdon and S May accordingly.

29. Confirm next Finance Committee Meeting date

Members confirmed the next Finance Committee date would be on Monday 3rd December 2018.

30. Finance Budget: Copy of 2018-19 Finance Budget for information before the budget round begins:

Members noted the budget information and were asked to start thinking about the 2019-20 budget.

Cllr R Patient enquired if the insurance cost centre included both the Magnolia compound and main office and the Clerk confirmed that was the overall Council insurance.

31. Summary of Decisions:

- External audit completion noted; all relevant documents published accordingly.
- Clerk to liaise with Cllrs Mrs E Gadsdon and S May to set date for Q2 2018-19 Quarterly Bank Reconciliation Checks.
- Next Finance Committee Meeting confirmed for Monday 3rd December 2018; budgeting to be considered and reviewed.

The Chairman declared the meeting closed at 7:38pm.

Chairman