

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 14th October 2019 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford.**

Cllrs present: Vice Chair Ms A Rees-Jones, R Gardner, T Manyika (from 7:34pm), Mrs N Shaw & Mrs M Weir.

Also present: Cllr K Stubbings.

22. Apologies for non-attendance at meeting:

Apologies were received from Chairman S Wootton and Cllr R Patient.
Members received the apologies tendered.

23. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest

on any matter on the agenda for 14th October 2019:

No declarations were made.

24. Public Forum:

No members of the public were present.

25. To approve the Minutes of the meeting held on 17th June 2019 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.

26. Action Update List – October 2019:

26.1 Members noted Cllr Ms A Rees-Jones had been added to the cheque signatories.

26.2 Members noted the Public Sector Deposit Fund (PSDF) with CCLA had been opened. It was expected the funds, which would be the excess over £85k, would be transferred over to the new account by means of a cheque in the last week of October 2019.

Members **accepted** the Action Update List and **agreed** to the removal of closed items.

27. Financial Report – September 2019:

The Clerk reported all was on track.

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

28. Completion of External Audit for 2018-19 – no issues arising:

The Clerk reported that the audit had been completed. It was noted the rules had been tightened around processing details and timescales for certain reporting and all had been successfully achieved. The Clerk explained the External Audit report was on the Council's website and would remain there until the following audit's completion.

29. Consider the Finance Committee's responsibilities against the Strategic Plan objectives:

Vice Chair Ms A Rees-Jones went through the points in the Strategic Plan that directly related to the works/responsibilities of the Finance Committee; the following was noted:

Strategic Plan Point	Comments
5. - By ensuring all decisions are taken on a value for money basis; - By ensuring all legal obligations are observed and good practice followed in respect of the financial management of the Council; - By ensuring that Chairs of Committees taken an active role in keeping under review and driving forward the strategic objectives that relate to their Committee, to assist Council to meet its overall mission; - By adopting and updating appropriate financial policies including the management of reserves.	Members noted that the Committee had split funds to ensure greater security and protection. Members also noted that the Clerk had advised that during the budgeting process it would be important not to over-budget and reminded Members of the Reserve levels and policy.

It was further noted that when it came to the Finance functions and processes, it was a very much controlled mechanism and one that ran on a continuous cycle. A report would be provided back to Full Council in January 2020.

30. Councillor Quarterly Bank Reconciliation Check:

a) Q1 2019-20 Financial checks completed. No issues arising:

Cllr S May had carried out the financial checks in early July and no issues had arisen.

b) Q2 2019/20 Date to be confirmed for late October 2019:

The Clerk explained that she hoped Cllr Mrs E Gadsdon would return to her responsibilities for the quarterly financial checks and she would ask her about this in due course. It was noted if Cllr Mrs E Gadsdon was not able to carry out those duties then other Members who were not on the Finance Committee would be asked. The Clerk would arrange the next set of checks for the end of October/early November.

31. Finance Budget - copy of 2019-20 Finance Budget for information before the budget round begins:

Members noted the information. Cllr T Manyika enquired if there was a way of knowing which budgets were underspending; the Clerk informed him that information was provided to Members each month and referred him to Agenda item 6 (Minute 27), where she ran through the report's format.

32. Subscription to Rural Community Council of Essex (RCCE) £115.50:

The Clerk informed Members that the RCCE provided information on things such as rural issues, developments and village halls. She felt it was a good organisation and one which had offered support over the years. It was noted they also provided a monthly magazine called the 'Essex Warbler'.

Members agreed by majority to an annual subscription to the RCCE at a cost of £115.50.

33. Request for Clerk to attend the SLCC Practitioners' Conference in February 2020 (Cost £452: Early Bird Rates):

Members unanimously agreed that the Clerk attend the SLCC Practitioners' Conference in February 2020.

34. Approve staff Christmas lunch – Chairman's Fund:

Members unanimously approved the staff Christmas lunch.

35. Summary of Decisions:

- Clerk to arrange for funds in excess of £85k to be transferred to new CCLA PSDF Account by means of cheque at end of October.
- Points addressed in relation to the Strategic Plan; report to be provided to Full Council.
- Cllr Mrs E Gadsdon to be asked if she would return to financial checks responsibilities; if not able to do so, offer to be extended to Members not on Finance Committee. Q2 2019-20 Financial Checks to be arranged for end of October/early November.
- RCCE Annual subscription approved.
- Clerk's attendance at SLCC Practitioners' Conference approved.
- Staff Christmas lunch approved.

The Chairman declared the meeting closed at 7:46pm.

Chairman