Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 13th February 2023 at 7:45pm
at the Rochford Day Centre, 33a Back Lane, Rochford

Councillors present: Chairman S May, R Gardner, T Hargrave (Non-Committee), Mrs L Massey, R Patient, M Vallance & Mrs M Weir.

F 23/31 Receive apologies for absence:
Apologies were received from Cllr Mrs L Dalby.

F 23/32 Declarations of any:
a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest
on any matter on the agenda for 13th February 2023:
No declarations were made.

F 23/33 Public Forum:
No members of the public were present.

F 23/34 Approve Minutes of the meeting held on the 5th December 2022 and to approve the destruction of the notes in respect of that meeting:
It was **resolved** that the minutes from the meeting held on 5th December 2022 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

F 23/35 Action Update List (February 2023):
23/35.1 Metro Bank had confirmed the banking mandate was active and the additional tokens had been issued to facilitate the start of the online payments. The first online payments would take place at the end of February. The payment procedure structure would remain the same, with two Members authorising all the payments accordingly.
23/35.2 The Clerk had contacted the Hawkwell Village Hall (HVH) about the gangplank and office door. The gangplank had been fixed and they had offered to fit a new window glass unit to replace one which had blown. The HVH did not consider the door to be under their remit. The Clerk had received a quote for a replacement door which had been around £1k. The matter had become a priority as the door no longer closed properly and was unable to be fully locked. The quote for the door was bespoke and included all the sensors and security locks required. A Member asked if a tenancy agreement existed and the Clerk confirmed there was not one.
23/35.3 Two new bank signatories had completed their individual ID registration with Metro Bank.
23/35.4 Members were referred to agenda item 8 (Minute F 23/38).
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

F 23/36 Financial Report – January 2023
The Clerk reported that at month 10 the overall budget was 82.1% spend and on target. Finance was on target, Parks 82% spent and GP significantly underspent at 35%. The Youth budget had not been spent and there had been no grant requests.

F 23/37 **CCLA Mandate: update required to signatories:**
It was **resolved** that Members approve the removal of Mr Simon Wootton and the addition of Cllrs Steve May, Mark Vallance and Mrs L Massey to the CCLA mandate. The mandate form would be authorised by two of the appropriate authorised trustees, who in this instance were the Clerk and Cllr Roger Gardner.

F 23/38 **Notification of completion of Q3 2022-23 financial checks by Cllrs Mrs J Strubel and M Strubel – no issues arising:**
Members noted the information.

F 23/39 **Subscriptions Essex Wildlife Trust (EWT):**
It was **resolved** that Members approved the annual subscription to EWT.

F 21/40 **Summary of Decisions:**

- CCLA mandate updates approved.
- Annual subscription to EWT approved.

The Chairman declared the meeting closed at 7:56pm.

Chairman