

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 12th February 2024 at 8:10pm
at the Rochford Day Centre, 33a Back Lane, Rochford**

Committee Cllrs present: Chair S May, Mrs L Dalby, R Gardner, A MacPherson, Mrs L Massey & Mrs M Weir.

Also present: Cllr L Fane and one member of the public.

F 24/40 Receive apologies for absence:

All Members were present.

F 24/41 Declarations of any:

a) **Disclosable Pecuniary Interest;**

b) **Other Registrable Interest:**

on any matter on the agenda for 12th February 2024:

Members made no declarations.

F 24/42 Public Forum:

One member of the public was present.

F 24/43 Approve Minutes of the meeting held on the 4th December 2023 and to approve the destruction of the notes in respect of that meeting:

It was **resolved** that the minutes from the meeting held on 4th December 2023 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

F 24/44 Action Update List - February 2024:

24/44.1 Cllr S May and the Rector of St Mary's Church were to be added to the banking signatories list for the Robert Sudbury Trust; the Clerk would action this in due course.

24/44.2 Members were referred to Agenda item 8 (Minute F 24/24).

24/44.3 Banking information from the British Legion Poppy Appeal had been received so the grant payment would be able to be processed.

It was **resolved** that Members accepted the Action List update.

F 24/45 Financial Report – January 2024:

The Clerk reported the overall budget was 77% spent; Finance was 84% spent, General Purposes was 76% spent and the Parks' budget was 68%, with some park expenditure due.

It was **resolved** that Members accepted the Financial Report.

F 24/46 Notification of completion of Q3 2023-24 Financial checks by Cllrs Mrs J Strubel and M Strubel – no issues arising:

Members noted the completion of the Q3 2023-24 financial checks.

- F 24/47 Metro Bank Mandate – further details required to enable Metro Bank to update the mandate with the required changes:**
Members **approved** the agreement to remove Mark Vallance and Roy Patient from the Metro Bank account and for Andrew MacPherson to be added to the account with the following signing rules: two to sign (Diane Scrivener and one other signatory), no debit card and view only online. The mandate form must be signed by a minimum of two key officials already on the Metro Account.
- F 24/48 Installation of solar panels at Magnolia store request to fund this project from the General Reserve – report attached:**
It was **resolved** that Members approve the expenditure of circa £7,146 to fund solar panels at Magnolia Store and that it be vired from the General Reserve.
- F 24/49 Summary of Decisions:**
- Metro Bank mandate changes approved – removal of ex Cllrs Mark Vallance and R Patient; addition of Cllr A MacPherson.
 - Expenditure for solar panels at Magnolia Store approved; monies to be vired from General Reserve.

The Chairman declared the meeting closed at 8:19pm

Chairman