

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON Thursday 3rd April 2014 at 7.30pm
IN SIMMONDS COURT RUSTHALL**

Present

Councillors: Cllr C Elwood (Chair), Cllr Mrs J. Blackburn, Cllr Mrs C.Codd (Vice Chair) and Cllr Mrs J Geer

OFFICER PRESENT: Mrs S Denne – Clerk

MEMBERS OF THE PUBLIC PRESENT: Two

1. **Apologies for absence** – None
2. **Declaration of Interests** – None
3. **Minutes of the meeting held** on the 4th November 2013 were agreed
4. **Repeal of Section 150** –It was agreed to retain the two signature policy for cheques.
5. **Grass cutting agreement** – It was agreed to carry on with the existing grass cutting contractor. However, due to his high work load, some of the more time consuming clearance of plots could be offered to another party.
6. **Allotment Course** – Clerk’s request to attend, this was agreed.
7. **Clerk’s Report** – i. The Clerk showed the committee the end of year accounts and these were discussed at length. *The Clerk agreed to produce further information on a couple of items.*
 - ii. The internal Audit date will be 15th May 2014
 - iii External Audit to be submitted by the 9th June 2014. *Clerk to arrange a meeting for the 2nd June 2014 in order to submit accounts to full council.*
 - iv Clerk’s mobile phone – it was agreed to set up a further two year contract for the clerk’s mobile phone, at a cost of £25 a month.
 - v. Clerk requested that neighbouring parish Clerk, covering her absence, be paid for his time and travel. It was agreed that he would be paid £30.00
8. **To discuss future of present bank accounts** – It was agreed to discuss the future banking arrangements at full council.
9. **Donations to Charities on behalf of speakers at Allotment Meeting** – Cllr Codd informed the meeting that the Allotment Committee meeting had had two speakers at their last meeting. Neither speaker would accept travelling costs, therefore donations to charities of their choice was suggested. Cllr Codd proposed that £10 be given to the RNIB on behalf of Peter Hutton and £10 to Folly Wildlife on behalf of Phil Bannister. *This was agreed.*
10. **Public Loans Board** – The applications, required to obtain a loan from PLB, were discussed at length. The Clerk suggested that the loan be used to pay for the purchase of the building, not for the building work. Cllrs Blackburn and Codd to discuss both applications at the next full council meeting. Also to complete the first application, for borrowing, in the Clerk’s absence.
11. **Items for information**
 - a. Cllr Blackburn suggested that a list of vacant allotment plots be put on the parish notice board and on the website.
 - b. Mrs Fallon, a member of the public, requested that end of year accounts be available at the Annual Meeting of the Parish on the 30th April. She also requested a more detailed account of the allotment expenditure. *Clerk to produce both requests.*

c. Mrs Fallon also aired her concerns with regards the current choice of banks used by the Parish Council.

The meeting closed at 21.10 hrs

DRAFT