

Lawford Parish Council



Minutes of the **Finance Committee meeting** held at the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm** on **Monday 14 May 2018**.

1. Present:

Councillors: Pretty, Woods, Brown and V Guglielmi.

Clerk: Mrs Peachey

Also in attendances:

1 Member of the public

Apologies:

Cllr C Guglielmi

2. Election of Chairman:

Chairman of Council Cllr V Guglielmi was elected Chair of Finance Committee

Proposed: Cllr Brown **Seconded:** Cllr Pretty **Agreed**

Note: to facilitate the member of public present Cllr V Guglielmi suggested item 7d) be brought forward. See notes at item 7d)

3. Minutes of the last meeting:

Minutes of the meeting held on **5 March 2018** were agreed as a true record.

Proposed: Cllr Pretty **Seconded:** Cllr Brown **Agreed**

4. Actions from the previous meeting:

Essex Playing Fields affiliation to Full Council	Completed
To discuss further the request for a grant from the Hub to Full Council	Completed
Grant Request from Citizens Advice Tendring – clerk to ask what their intentions are regarding increased presence in Manningtree – For note: no response has been received to that request	Completed
Grant request Manningtree Rail Users to Full Council	Completed
Cllr C Guglielmi to make enquiries about S106 monies in relation to Lawford House/School Lane	TBA

5. Declaration of interests:

Cllr Pretty - item 7d) Parish Representative for Ogilvie Hall

6. Affiliations:

a) EALC affiliation 2018/19 £494.74, NALC affiliation 2018/19 £238.39 Total £733.13

Proposed: Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**

Action – to full council

7. Grant Requests/Request for support:

a) Lawford Church Flower Festival – *unfortunately this does not fall within councils remit for Grant Funding* **Propose council decline**

Proposed: Cllr Pretty **Seconded:** Cllr Woods **Agreed**
Action – to full council

- b) Lawford Churchyard Maintenance Grant - £2,750.00

Proposed: Cllr Guglielmi **Seconded:** Cllr Brown **Agreed**
Action – to full council

- c) East Anglia's Children's Hospices - request for support suggestions given are through local community fundraising, Parish Council choosing the charity for the Civic Year or through volunteering. *Suggestions do not fall within councils remit for Grant Funding.*

Propose Council decline

Proposed: Cllr Pretty **Seconded:** Cllr V Guglielmi **Agreed**
Action – to full council

- d) **Ogilvie Hall – request for short term funding for necessary refurbishment works**

(See note at item 2) Chair of the Ogilvie Hall Committee (OGHC) gave background information to the above item;

OGHC has accepted the lowest tender of £55,000.00 to complete necessary works to OGH. Included in the cost is £17,000.00 for scaffolding. OGH have applied to TDC and ECC for grants, both giving £10,000.00. They received a grant of £2,000.00 from LPC and have £35,000.00 of their own funding. If the works come in on budget OGH will have no problems, however if unforeseen works are identified there will be insufficient funds. £10,000.00 has been earmarked for replacing rotten timbers, if more are identified and the cost increases this will present a funding problem for OGH. If OGH had to stop works until the funds were raised additional costs would be added in that scaffolding would have to be dismantled and returned when the works were able to recommence – at a further cost of £17,000.00 + the cost of the additional work. *Following discussion it was proposed council provide a further grant of £2,500.00 and the Clerk makes enquiries of EALC regarding the lending of funds for this purpose. Works are due to start in July (Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings)*

Proposed: Cllr Pretty **Seconded:** Cllr Brown **Agreed**
Action – Clerk to make enquiry and take to full council

8. Finance:

- a) **For Information:** Monthly Reconciliation – March 2018
- b) **For Information:** Annual Accounts and reconciliation 2018 (*circulated with Agenda*)
- c) **For Information:** Internal Audit (4th quarter and Annual) was carried out 23 April 2018
- d) **For Information:** 2017/18 spend against Budget
- e) **For Information:** 4th quarter VAT submission completed
- f) Annual Return for approval at Full Council Sections 1 & 2 in order – viewed by Committee
Action – to full council
- g) Insurance renewal – Came & Co £2,614.31 (*Last year's premium was £2,563.05*)
Proposed: Cllr V Guglielmi **Seconded:** Cllr Brown **Agreed**
Action – to full council
- h) **For Information:** Clerk has been advised that Lawford Football Club have authorised payment of the promised grant of £500 to complete the carpark **NOTE: Received in account on 24 April 2018.**
- i) **For Information:** Clerk has chased the claims handler regarding the light in Waldegrave Way and she in turn is chasing the insurers. Clerk will chase again before Full Council
Action
- j) **For Information:** change in Co-operative Bank Tariff – increase in BACS charges

- k) **Electricity contract** due for renewal on 2 August – Clerk will obtain prices before the Full Council meeting as they are only valid for 24hrs **Action**
 Information received and **thoughts requested** regarding the claim against LPC following an allegation of an incident at Waldegrave Way. Committee agree to continue as the assessor has indicated. Agreed Clerk can advise assessor and no need to take to Full Council. **Proposed:** Cllr V Guglielmi **Seconded:** Cllr Pretty **Agreed Action**
- l) **Other items that may arise between 24 April and 8 May 2018**
 - I. Office mobile is no longer functioning – proposed a new mobile be purchased
Proposed: Cllr V Guglielmi **Seconded:** Cllr Pretty **Agreed Action – to Full Council**

9. Matters to be raised by members for the next agenda:
 None

The next **Finance Committee Meeting** is scheduled for **2 July 2018**

Signature.....**Date**.....