

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 2 July 2018.**

1. Present:

Councillors: Langstone (Chair), Brown, Pretty, Smith and C Guglielmi (*Left at 7.30 to attend another meeting*)
Clerk: Mrs Peachey

Apologies:

Cllr V Guglielmi

2. Approval of Chairman & Vice Chairman :

Note: Chairman and Vice Chairman of committee are as elected for Full Council (**Cllr V Guglielmi Chair, Cllr Langstone Vice-chair**)

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

3. Minutes of the last meeting:

Minutes of the meeting held on **14 May 2018** to be agreed as a true record.

Proposed: Cllr Brown **Seconded:** Cllr C Guglielmi **Agreed**

4. Actions from the previous meeting:

EALC affiliation 2018 to Full Council	Completed
Lawford Church Flower Festival Grant Funding – to Full Council	Completed
Lawford Churchyard Maintenance Grant Funding – to Full council	Completed
East Anglia Children’s Hospice Grant funding – to Full Council	Completed
Ogilvie Hall – request for short term funding for necessary refurbishment works to Full council * see item 7d) below	Completed
B/forward from May’s Actions	
Cllr C Guglielmi to make enquiries about S106 monies in relation to Lawford House/School Lane* see below	TBA

*Cllr C Guglielmi advised this was a gentleman’s agreement between Cllr Ashley and Mr Hudson and not put in writing. Since that time the application has been reduced from 10 to 8 properties and s106 monies is not payable on less than 10 properties. Since that time the site has been sold on. *Cllrs requested the Clerk to contact Mr Hudson regarding this. Cllr C Guglielmi will forward email address to the Clerk*

Action

5. Declaration of interests:

- Cllr Pretty declared an interest in item 7d) she sits on the Ogilvie Hall Committee
- Cllr C Guglielmi declared an interest in item 6a) he has been assisting the group. He has no financial interest.

6. Affiliations and Grant Funding Requests:

- Action Group – request for funds to fight Gladman Homes. *Cllr C Guglielmi advised the appeal appears to be taking the form of a hearing and not an enquiry. Concern was*

raised that council could contribute to a 'Fighting Fund'. Clerk requested to make enquiries of the Ardleigh Clerk (Ardleigh having also fought Gladman Homes) and EALC.

Action

Update: Clerk has been advised Ardleigh did not provide funds to their Action Group as it was not felt appropriate.

7. Finance:

- a) **For Information:** Monthly Reconciliation – May 2018. *It was requested of the Amenities Committee that they take projects (footpaths/renewing play equipment etc) to the Finance Committee for discussion/approval and on to Full Council*
- b) **For Information:** Internal Audit (1st quarter) to be carried out on 17 July 2018
- c) **For Information:** 1st quarter VAT submission due for completion
- d) Request from Ogilvy Hall for emergency funding (if needed) – copies of the legislation was provided to councillors. *A £2,500.00 grant has already been approved (if required). Following discussion it was **proposed** the maximum council would provide as emergency funding would be £5,000.00 over a period of 2 years at an interest rate of 2%. This would be on condition that a business plan is provided to council evidencing ability to repay. It was also proposed Ogilvie Hall pay for the legal contract to be drawn up.* Clerk to request a business plan from Ogilvie Hall for presentation to Council at its meeting on 16 July in order that it can make a decision

Action

Proposed: Cllr Brown **Seconded:** Cllr Smith **Agreed**

- e) FFF – it is suggested a member of the Finance Committee be on the FFF planning committee for the next event. **Note:** Item is also on the Personnel Agenda to determine a correct procedure to manage the event's accounts.
Cllr Pretty volunteered to be on the committee for the next event and has also volunteered to come to the office and count the funds given to Cllr Miles and then passed to the Clerk before the last council meeting. For information; funds were deposited in the safe in Cllr Miles presence and not accessed since.
- f) Cllr Woods has expressed interest in a Planning course as she now sits on the Planning Committee – EALC have none arranged but advise they are looking to arrange one after September. Saturday taster - cost £45, if a day course - cost £85. Approval sought so that the course can be booked once a date is identified. **It was proposed this be agreed**

Proposed: Cllr Smith **Seconded:** Cllr Brown **Agreed**

Action – to Full Council

8. Website Working Party:

Volunteer wanted from the Finance committee to join the working party looking into acquiring a new purpose built website for LPC.

Cllr Brown volunteered

9. Matters to be raised by members for the next agenda:

- a) Cllr Pretty advised it is possible to sign up to access Ordnance Survey maps and suggested this may be useful
- b) Cllr Pretty highlighted the following requirement – in addition to having 2 councillors sign cheques and initial stubs it was also a requirement that they also initial the invoice. Cllr Pretty will email the relevant document to the Clerk and it will be placed on the next Finance Agenda for discussion and the possible amendment to Standing Orders.

The next **Finance Committee Meeting** is scheduled for **6 August 2018**

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