

Lawford Parish Council



Minutes of the Finance Committee meeting held at the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **8pm** on **Monday 3 September 2018**.

1. Present:

Councillors: V Guglielmi, Langstone, Brown, Pretty, and C Guglielmi
Clerk: Mrs Peachey

Apologies:

Cllr Smith

2. Minutes of the last meeting:

Minutes of the meeting held on **2 July 2018** to be agreed as a true record following amendments.

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

3. Actions from the previous meeting:

Contact Mr Hudson ref S106 gentleman's agreement between David Ashley and Mr Hudson. Cllr C Guglielmi will forward email address to Clerk (<i>awaiting email address</i>) <i>Note: NLR Cllr C Guglielmi has made enquiries</i>	No Longer necessary
Clerk to make enquiries of Ardleigh and EALC ref a donation to the Gladman Homes fighting fund.	Completed
Clerk to request a Business Plan from Ogilvy Hall ref their request for a possible short Term Loan Note: OGH have advised no loan will be necessary.	Completed
Proposal Councillor Woods attends a Planning Course – to Full Council	Completed

4. Declaration of interests:

None

5. Affiliations and Grant Funding Requests:

a) **Affiliation** - RCCE £88.00 + VAT

Proposed: Cllr C Guglielmi **Seconded:** Cllr Brown **Agreed**
Action – to Full Council

b) **Grant request** from Acorn Village to support their Christmas event. **Proposed £500.00**
Proposed: Cllr V Pretty **Seconded:** Cllr Brown **Agreed**
Action – to Full Council

c) **Grant request** from the Hub who wish to purchase a 'Football Table'
Proposed £100.00 – *if sufficient funds are not raised to purchase a Football Table the grant must be returned or a request made of council to approve alternate spend.*

Proposed: Cllr brown **Seconded:** Cllr Langstone **Agreed**
Action – to Full Council

d) **Grant request** from Essex & Herts Air Ambulance.
Proposed £1,000.00
Proposed: Cllr V Pretty **Seconded:** Cllr C Guglielmi **Agreed**
Action – to Full Council

6. Finance:

a) **For Information:** Monthly Reconciliation – July 2018

- b) **For Information:** Auditor will not continue into next Financial Year due to the additional audit requirements and the amount of time this will require to complete.
- c) **FFF** – Council’s Auditor raised a number of issues in relation to the unsatisfactory way in which accounts were presented to the Clerk for completion and auditing. As a result Cllr Pretty has stepped forward to attend all FFF meetings of its planning committee for the next event. **For note:**
 - i. Item is also on the Personnel Agenda to determine a procedure for the management of the event’s accounts.
 - ii. To date the agreed funds have not been received from Mistley Parish Council nor some promised donations (*however Council’s statements only received to July and donations may have been paid in August*)
 - iii. As advised by Councillors accounts not written up until all funds have been received
 - iv. Also discussed with Councillors monies remain in Council’s safe and not yet paid in

*Clerk advised cheques will need to be paid in as they may become out of date. It was agreed all monies to be paid in. **Note:** funds were paid in on 4/09/18*

Clerk was requested to write to Mistley regarding their donation which has not yet been Received.

Action

- d) Consideration to allocating a budget to committees. *At the earlier PPR Committee meeting it was proposed a **budget of £5,000.00** be given to the **Amenities committee** to carry out remedial/urgent tree work and repairing/replacing damaged play equipment.*

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

Action - to full Council

- e) Consideration to allocating budget funds for the fitting out of the Community Building/Office. **Note:** *The Working Party will be meeting on Monday 10th September 2018 and Sam Brown from Rose Builders will also be attending to respond to queries/questions that may be raised.*

7. Website Working Party:

- a) **For information;** Cllrs Miles, Brown, Langstone and the Clerk have formed the working party and will be meeting for their first presentation on 5th September 2018.
- b) **Suggestion** the working party also incorporates Council achieving Quality Council status as the two are inextricably linked. *Cost to attain Quality Council Standard **£50 NALC** plus **£80 to EALC.*** **Proposed:** Cllr Pretty **Seconded:** Cllr Brown **Unanimously agreed**

Action – to Full Council

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

None

The next **Finance Committee Meeting** is scheduled for **5 November 2018**

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