

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 5 November 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 **3 September 2018** were agreed as a true record following amendments.

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

3. Actions from the previous meeting:

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|--|-----------|
| Proposed affiliation and Grant funding to Full Council for approval | Completed |
| Write to Mistley Parish Council requesting their donation of £2,500.00 to the FFF event – completed, but funds still awaited | Completed |
| Budget allocation to the Amenities Committee – to Full Council | Completed |
| Website Working Party to incorporate becoming a Quality Council and funds to be approved to achieve this | Completed |

4. Declaration of interests:

None

5. Affiliations and Grant Funding Requests:

a) **Grant request** from The Autumn Days Club – **proposed £100.00**

Proposed: Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

b) Pupils at Manningtree High School have requested a **Grant of £100** to purchase 10 Plastic Policeman to place on roads where people are speeding (*email circulated*) **Proposed £100.00** with the request the High School attend the January meeting to give a presentation and bringing an example of the 'Plastic Policeman'.

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

6. Finance:

a) **For Information:**

I. Monthly Reconciliation – September 2018

II. Audit carried out October 2018. Unable to approve FFF accounts as issues remain outstanding (Mistley Grant payment and invoices)

b) Appointing of an internal Auditor - Council's current auditor has advised she will continue'

c) The proposed budget was reviewed with some amendments being proposed, one of which being an increase in the hours LPC's handyman works. This to go to Personnel in January for further discussion. **Budget proposed** (with amendments)

Proposed: Cllr Langstone **Seconded:** Cllr Brown **Agreed**

d) Approval of spend:

- i. To carry out the necessary works to 'Network' the existing and new computers
- ii. To purchase desk and chair following the networking of the existing and new computers, enabling Mrs St James to work alongside the Clerk.

Item i and ii above - It was agreed these should be carried out/purchased

Proposed: Cllr Langstone **Seconded:** Cllr Pretty **Agreed**

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

Cllr C Guglielmi brought to committee's attention advertisements have been placed on the Football Club and its Store Room/Garage without first seeking permission from Council and that he will speak to the Club regarding this.

The next **Finance Committee Meeting** is scheduled for **7 January 2019**

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