

**Minutes of a meeting of the
FINANCE COMMITTEE
held on
Monday, 7th December 2009 in the Committee Room
Freight House, Bradley Way, Rochford**

Councillors Present: Chairman R Mitchell, Mrs T Bateman, Mrs E Chippette, J Dickson, Mrs M Dorrell, Mrs H Glynn, K Holmes, V Leach, D Weir and Mrs M Weir.

1. To receive apologies for non-attendance at meeting:

All Members were present.

2. Declarations of Interest:

There were no declarations of interest.

3. To approve the Minutes of the Meeting of 9th November 2009 and to approve the destruction of the manuscript notes in respect of that meeting:

Members accepted the Minutes of 9th November 2009 as a true record and agreed to the destruction of the manuscript notes.

4. Action Update List:

No action points.

5. Financial Report:

The Clerk went through the report, he advised it included all expenditure to date and between now and end of March he expected HPC would be at or below budget. Cllr Mrs Glynn asked if there was any money left at the end of the financial year would it go back into reserves and the Clerk confirmed it would.

6. To determine the Finance budget and approve the Parks and General Purposes budget. Approve budget and set precept for 2010/11 for recommendation to Full Council on 11th January 2010:

Members considered the budgets by cost centre and by account code one by one and budgets were set as per the attached. Members were content with the new budgets and agreed that they be proposed to Full Council on 9th January 2010.

Finance Committee Budget Bid 2010/11

Members noted an amendment to the 2009/10 Finance Grand Total of £67,936.

4008 Training – Cllr Mrs Glynn queried if training for D Abrams came under Parks and the Clerk clarified it came under Administration.

4023 Stationery & Printing – the Clerk advised the increase was due to the use of paper in the Minute archiving project.

4024 Photocopy Charges - Cllr Holmes queried publication costs and raised that the photocopier was purchased for the purpose of printing the newsletter in-house. A lengthy debate followed on the cost per page, time factor and staff costs. It was suggested that the copier was mis-sold and it was not the right machine to justify the expenditure of printing the newsletter internally, however, Members felt the machine was practical and an advantage for office use. Members agreed to keep the budget as proposed.

4025 Insurance - Cllr Mrs Glynn asked if the Clerk had looked elsewhere for cheaper insurance and he advised he had looked into a proposal by Essex Association.

4033 Newsletter – Cllr Mrs Glynn queried if the delivery of the newsletter was included in that and the Clerk confirmed would still have to pay for distribution whether the office produce the newsletter or not.

4106 Corporate Identity Project – Cllr Holmes asked did the budget include the potential new HPC sign for behind the Village Hall and the Clerk advised it would come under capital projects; the provision in 4106 was for the new logo and new signs on bus shelters and lampposts.

Cllr Holmes proposed that the Standing Committee accept the Finance Budget 2010/11 as determined by the Clerk and Cllr Mrs Glynn seconded. Members voted and the motion was carried.

Parks & Open Spaces Budget 2010/11

Cllr Mrs Glynn proposed that the Finance Committee accept the Parks & Open Spaces Budget 2010/11 and Cllr Mrs Dorrell seconded. There was a show of hands and the motion was carried.

General Purposes/GP Youth Budget 2010/11

Cllr Holmes moved that the Finance Committee accept the way that the General Purposes Committee had set their budget with quite a big saving of budget proposals and Cllr Mrs Chippette seconded. Members voted and the motion was carried.

Full Council Budget

The Clerk went through the Full Council Budget and set out to show the differences between 2009/10 – 2010/11, the reserves position and options for increase in precept.

Cllr Mrs Glynn proposed that Finance recommend to Full Council an increase in precept of 5% redeeming the shortfall and avoiding going into its reserves maintaining a solvent position. Cllr Dickson seconded. Cllr Weir proposed an amendment to the proposal of a 3% increase in precept but there was no seconder. Cllr Dickson stated in seconding the motion put forward by Cllr Mrs Glynn **‘in view of the fact that the Standing Committees have tried to reduce their budgets considerably, this increase in precept is quite minimal and therefore it meets the requirements of the fiscal policy set last month’**. The Chairman asked Members to vote on the motion put forward by Cllr Mrs Glynn that Finance recommends to Full Council an increase in precept by 5% and the motion was carried.

7. Approve any necessary virement to Parks for stump grinder from within Parks Budget:

The Clerk went through his report. Cllr Mrs Chippette queried whether the stump grinder was big enough to serve its purpose, the Clerk advised it was middle range and he thought it was adequate. **Cllr Mrs Glynn moved to approve the proposal to purchase a stump grinder and Cllr Mrs Bateman seconded.** Members voted and the motion was carried.

8. Approval for Staff Xmas lunch:

Cllr Mrs Glynn proposed the Staff Xmas lunch be approved with an allowance of £20 each per Member of staff. Cllr Holmes queried what the previous year’s allowance was, the Clerk thought it was the same and that it would be sufficient and Cllr Holmes seconded the proposal. Members voted and the motion was carried.

9. Subscription Request:

a) SLCC (£168) Cllr Holmes asked the Clerk if he thought the subscription was of value and worth renewing. The Clerk explained why he thought it was worthwhile and **Cllr Holmes proposed the subscription be renewed.** Cllr Mrs Glynn seconded, Members voted and the motion was carried.

10. Summary of decisions:

- Agreed to recommend to Full Council the Finance, Parks and General Purposes budgets for 2010/11.
- Approved proposal to increase precept by 5% for 2010/11.
- Approved any necessary virement to Parks for purchase of stump grinder from within the Parks budget.
- Staff Xmas lunch agreed providing an allowance of £20 per head.
- Agreed renewal of subscription to the SLCC of £168.

Chairman