

**Minutes of the meeting of the  
FINANCE COMMITTEE  
held on  
Monday, 11<sup>th</sup> April 2011 in the Committee Room  
Freight House, Bradley Way, Rochford, Essex**

**Councillors present:** Chairman J Dickson, Mrs E Chippette, V Leach, R Mitchell, R Patient, D Weir and Mrs M Weir.

**Also present:** Cllr Mrs P Young.

**70. Apologies for non-attendance at meeting:**

The Chairman passed on apologies from Cllr Mrs M Dorrell who had given notice that she would not be standing in the next Council year and Cllr Mrs H Glynn who was attending another meeting at District Council. He asked that, as both Councillors would not be standing, a record of Members appreciation of the work they had done on the Finance Committee be noted in the Minutes and he sought Members' permission, this was unanimously agreed.

**71. Declarations of Interest:**

None.

**72. To approve the Minutes of the meeting held on 14<sup>th</sup> March 2011 and to approve the destruction of the manuscript notes in respect of that meeting:**

Cllr Leach moved that the Minutes of the Meeting held on 14<sup>th</sup> March 2011 be approved as a true record, this was agreed together with the destruction of the manuscript notes.

**73. Action Update List – None.**

**74. Financial Report/Copy of new budgets for 2011/12:**

The Clerk advised that Members had seen the report at Full Council last week. He reminded Members that adjustments were beginning to take place; £5K would be transferred from capital replacement into earmarked accounts and once closed down, a final account would be produced. The Clerk informed that he had received Notice of Audit that day and the audit call date was 20<sup>th</sup> June. The Chairman questioned if unaudited accounts, taking into account the accruals, would be presented to them in May and the Clerk confirmed they would.

The Chairman invited the Clerk to speak on the budget for 2011/12 and he referred Members to the Budget Bid document which the Clerk went through; he advised the budget went up slightly by £3.5K, it was very tight and he expected it would be difficult to maintain. There were no questions and Members accepted the reports.

**75. Operational Plan for 2011/12:**

The Clerk advised that the draft Operational Plan for all of the Committees was presented on one sheet of paper; item 1 for the Policy Committee, which, he pointed out had a very tight schedule and one difficult to achieve with all of the work going on in the Office at the moment and the Chairman asked Members of the Policy Committee to note that. Item 2 for Finance to consider and items 3 and 4 for the Standing Committees. The Clerk informed that the Ops Plan was very

much the same as last year, the dates had been updated, he had tried to give a reasonable spread over the year and he asked Members if they wanted to add anything or change any of the dates.

Cllr Leach recommended that, as most of the issues that came out of the Policy Committee impacted onto Standing Orders and Financial Regulations, it would make sense to substitute the date in item 1, bullet point 1 'To develop a plan for a rolling review of all policies adopted by Hawkwell Parish Council by 30<sup>th</sup> April 2011' to read 'at the AGM'. The Clerk agreed it would be a good idea but suggested moving the date back to the 13<sup>th</sup> May 2011 to enable decision to adjust at the AGM. The Chairman sought Members approval to amend the date to 13<sup>th</sup> May 2011 and this was agreed. He then asked for questions from the floor and Cllr Mrs Chippette requested clarification on the last bullet point of item 2 and pointed out an error. The Clerk explained that 20% of the planned expenditure for the coming year had to be held in the general reserve and that was separate from ear marked reserves; he noted a typing error and advised he would adjust the bullet point to read 'Monitor reserves and report to Council on 10<sup>th</sup> January 2012 on levels of general reserve to be held in 2012/13'.

The Chairman asked Members if they accepted the Operational Plan and they did.

#### **76. Summary of decisions:**

- Members approved to record appreciation for the work Cllrs Mrs Dorrell and Mrs Glynn had done on the Finance Committee.
- Financial Report/Copy of new budgets for 2011/12 approved.
- Operational Plan 2011/12 agreed with two amendments:-
  - Item 1 Policy Committee, bullet point 1 'To develop a plan for a rolling review of all policies adopted by Hawkwell Parish Council by 13<sup>th</sup> May 2011'.
  - Item 2 Finance Committee, bullet point 6 'Monitor reserves and report to Council on 10<sup>th</sup> January 2012 on levels of general reserve to be held in 2012/13'.

The Chairman thanked Members for their continued support of the Finance Committee over the year and they thanked him for his Chairmanship.

The Clerk handed round Auditing Solution's Spring Newsletter which he had received via email too late to include with the Agenda.

The Chairman declared the meeting closed.

Chairman