

**Minutes of a meeting of the
FINANCE COMMITTEE
held on
Monday, 13th July 2009 in the Committee Room
Freight House, Bradley Way, Rochford**

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

Also Present: Cllrs Mrs C Cunningham and R Patient.

- 1. To receive apologies for non-attendance at meeting:**
Cllrs J Dickson (another meeting) and Mrs M Dorrell (unwell). Members noted and accepted the apologies tendered.
- 2. Declarations of Interest:**
There were no declarations of interest.
- 3. To approve the Minutes of the Meeting of 17th June 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members accepted the Minutes of 17th June 2009 as a true record and agreed to the destruction of the manuscript notes.
- 4. Action Points:**
The Clerk went through the Action list.
Donation request for repairs to roof – Ashingdon Hall (referred from Full Council) – information requested still not complete, agreed to give Committee until end of July to produce it or council would not consider the request any further. Cllr Mrs Glynn added this situation was still the same and Members agreed to continue to give the Committee until the end of July to produce the information.
- 5. Financial Report:**
The Clerk went through the first quarter to 30th June and advised he had studied the expenditure by account code and everything was on track as he expected it would be. Cllr Mrs Glynn asked what the professional fees were and the Clerk clarified there was an accrual brought forward for the accounting process. There were no further questions and Members accepted the Financial report.
- 6. Tractor Insurance:**
The Clerk advised Members he had researched competitive prices and settled on NFU mutual for tractor insurance. He sought Members agreement and Members were content to go ahead with NFU mutual.
- 7. Internal Audit Report (Final) 2008-09:**
The Clerk went through the report and drew Members attention to the Action Plan Recommendations. On Assessment and Management of Risk: R2 – ‘the council should consider whether or not the existing level of Public Liability cover is adequate given the current litigious nature of UK society’; the Clerk informed doubling the Public Liability cover would cost a further £250 and asked Members if they wished to increase cover to £10million. Cllr Holmes suggested Council seek legal advice to see if the cover reflected a reasonable amount before

increasing it. A discussion followed that Council were considering whether to go ahead with the installation of gym equipment and it was recommended by the auditor that the current cover be reviewed. **Cllr Weir proposed the Public Liability cover be doubled to £10million and Cllr Mrs Chippette seconded. Cllr Holmes proposed an amendment to seek legal advice before approaching the insurance company to increase the Public Liability Insurance and Cllr Mrs Bateman seconded.** The Chairman asked Members to vote on the amended proposal, there was a show of hands and the motion fell. The Chairman asked Members to vote on the proposal to increase the Public Liability cover to £10million, there was a show of hands and Members voted in favour and the motion was carried.

Asset Registers/Inventories: R3 – Cllr Holmes queried the timescale of Asset Registers/Inventories and the Clerk responded he hoped to do this in the recess in August. Cllr Holmes suggested that Council wait until the finessing of the register was done and set a date for September/October for review, the Chairman and the Clerk agreed to set a date for October and Members were content.

8. Barclays Bank – Request for approval of telephone Banking:

The Clerk sought approval to use the telephone Banking service where he would be provided with a password to enable him to transfer funds between accounts as required without having to attend the Branch in Southend. Members discussed the issue at length that the Clerk would be the only person to know the password, if details of it should be securely stored during the Clerks absence, the possibility of acquiring a safe and the use of the Clerk's time travelling to and from the Branch. **Cllr Mrs Glynn proposed that Members approve the request for the Clerk to be given a password to use the telephone banking service and during the Clerk's absence Member signatories visit the Branch as normal. Cllr Mrs Chippette seconded.** Members voted and the motion was carried.

9. Parish Identity – Update report:

Cllr Leach referred Members to the notes of the Parish Identity Group meeting on 11th June 2009 and asked that the Committee accept the principles of the Group and approve the concept of the logo as presented. The colours and outlines of the logo were debated and **Cllr Mrs Glynn proposed the logo be accepted subject to the colour being a darker green and Cllr Holmes seconded.** Members further discussed whether a red outline should be included but it was generally felt that the working group had already debated the colours and their recommendation should be considered and voted upon. Members voted on the proposal to accept the logo in a darker green and the motion was carried.

10. Subscription Renewals:

- a) Local Council Review - £13.50.
- b) RCCE - £105.

Members asked the Clerk if he felt it was advantageous to the Council to renew the subscriptions and what benefit they provided. The Clerk responded that the Local Council Reviews were available in the office but Members did not request to read them and Members no longer attended the RCCE meetings or AGM, therefore there was minimum advantage. **Cllr Holmes proposed that Council did not renew the subscriptions to either of the bodies and Cllr Mrs Chippette seconded.** Members voted and the motion was carried.

11. Summary of decisions:

- The Minutes of the Meeting of 17th June 2009 were approved.
- Members accepted the Financial Report.

- Tractor insurance with NFU Mutual agreed.
- Motion to double Public Liability Cover to £10million agreed.
- Date to be set for October for Asset Register.
- Approval given for the Clerk to use the telephone banking service.
- Members approved the Parish Identity logo as per the recommendations of the Working Group with a darker shade of green.
- Subscription renewals for Local Council Review and RCCE were rejected.

Chairman