

**Minutes of the meeting of the  
FINANCE COMMITTEE  
held on  
Monday, 14<sup>th</sup> March 2011 in the Committee Room  
Freight House, Bradley Way, Rochford, Essex**

**Councillors present:** Mrs E Chippette, Mrs H Glynn, V Leach, R Mitchell, R Patient, D Weir and Mrs M Weir.

**Also present:** Cllrs Mrs C Cunningham and Mrs P Young.

The Clerk informed the Committee that Cllr Dickson had to attend another meeting, no Vice Chairman had been elected at the AGM, therefore Members were required to elect a Chairman. **Cllr Patient proposed Cllr Leach take the Chair, this was seconded by Cllr Mrs Weir; Members were content and Cllr Leach accepted.**

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

Cllrs J Dickson (another meeting) and Mrs M Dorrell (another appointment).  
Members accepted the apologies tendered.

**62. Declarations of Interest:**

None.

**63. To approve the Minutes of the meeting held on 21<sup>st</sup> February 2011 and to approve the destruction of the manuscript notes in respect of that meeting:**

Cllr Mrs Young pointed out an error on Agenda item 3; the date referred incorrectly to 14<sup>th</sup> February 2011, however the minutes to be received were dated 21<sup>st</sup> February 2011. The Clerk apologised for the typing error; Members noted and approved the Minutes of the Meeting held on 21<sup>st</sup> February 2011 as a true record and agreed to the destruction of the manuscript notes.

**64. Action List Update:**

The Chairman invited the Clerk to go through the Action List Update.

- **Review of Financial Regulations:** The Clerk advised the action was completed at the Policy Committee meeting earlier that day. Cllr Leach asked Members if they agreed for the item to be removed from the list and they did.
- **Agreed to re-examine Members mileage allowance:** The Clerk advised the recommendation from the Policy Committee was approved by Full Council last week. The Chairman sought approval for the item to be removed from the list and Members agreed. He added that the recommendation from the Policy Committee would go before the AGM in May. Cllr Mrs Glynn questioned why that would be and Cllr Leach replied it was because of the change of financial regulations due to the Mileage allowance.

**65. Financial Report:**

The Clerk went through the report and said it could be seen on the reverse of the first page just how tight the situation was. There were no questions, Members accepted the statement and agreed the report.

**66. Appointment of External Auditor:**

The Clerk advised the letter was simply to inform Council of the appointment of Jackie Bellard as the appointed auditor to Hawkwell Parish Council with responsibility for the audit of the accounts for 2010/11 and future years. He added that the audit commission had reviewed arrangements for providing audit services to local councils; previously Council's audit was carried out by Wayne Rickard and his team and Jackie Bellard was part of that panel. Cllr Mrs Glynn asked if the costs would stay the same and the Clerk confirmed the charges would remain as last year. Members noted the information.

**67. Renewal of Motor Insurance (Truck): Consider increased cost and possible alternative:**

The Clerk advised the renewal quote of £693.45 (including no claims bonus) for commercial vehicle insurance for the truck had been received. Due to the high cost the Clerk had tested the market and received a competitive quote for similar cover at a cost of £286.20, the only difference being £200 increase in excess. He stated the truck had been insured with the NFU certainly since he became Clerk and as the second quote was considerably cheaper, he recommended a change from the NFU. Cllr Mrs Glynn stated that the NFU specialised in insuring farming and agricultural equipment, the quality of insurance was tailored to those needs and she questioned the 'small print' of an alternative insurance source, that they may find a reason not to pay out. Cllr Leach said he would be inclined to agree if the insurance related to the tractor but on this occasion it related to the truck. Cllr Mrs Glynn further questioned whether the trailer and its contents would also be covered; the Clerk replied that the items of equipment usually being carried in the trailer were hand mowers and strimmers but he would check that all contents would be adequately covered and he added to affirm that he would endeavour to make sure that Council got nothing substandard. There were no further questions and Cllr Leach moved from the Chair **"that Council delegate the authority to insure the pick up truck to the Clerk"**. **There was a show of hands; 6 Members voted for, one against and the motion was carried.**

**68. Membership Renewal:**

- a) **RAVS (£10)** – Cllr Mrs Glynn queried what benefit Council got out of the Membership and the Chairman responded that in supporting RAVS it provided a service for Parishioners. The Clerk added that RAVS was a one stop shop for charities in the district and it provided a good service to the community. **The Chairman called Members to take a vote for the RAVS Membership Renewal of £10 and the renewal was approved.**

**69. Summary of decisions:**

- Cllr Leach chaired the meeting in the absence of Cllr Dickson.
- Members approved for both items to be removed from the Action Update List.
- Members approved to delegate the authority to insure the pick up truck to the Clerk as he best saw fit.
- RAVS £10 Membership Renewal approved.

Chairman