

**Minutes of a meeting of the  
FINANCE COMMITTEE  
held on  
Monday, 16<sup>th</sup> February 2009 in the Committee Room  
Freight House, Bradley Way, Rochford**

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

**Also Present:** Cllrs Mrs C Cunningham, Mrs J Fern and R Patient.

- 1. To receive apologies for non-attendance at meeting:**  
Cllrs Mr D Weir and Mrs M Weir (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 1<sup>st</sup> December 2008 and to approve the destruction of the manuscript notes in respect of that meeting:**  
Members accepted the Minutes of 1<sup>st</sup> December 2008 as a true record and agreed to the destruction of the manuscript notes.
- 4. Action Points:**  
The Clerk went through the action list update.  
**Research investment of reserves** – The Clerk announced he had undertaken some research, he found the interest rates were so low due to the current climate that, with the greatest respect to Members, he felt this was a waste of time. Members agreed.  
**Donation request for repairs to roof – Ashingdon Hall (referred from Full Council)** – The Clerk related Cllr Mrs Chippette's feedback given at Full Council that there were concerns that the Ashingdon Hall had no accounts logged as yet and they were 2 years out of date. Both Ashingdon Parish Council and HPC had agreed they wanted to assist the Ashingdon Hall but the accounts and an improved management system were needed. Cllr Mrs Glynn asked the Clerk to find out from which budget the money would come from when it was looked into in the future and the Clerk made a note.  
**Budget amendments** – Item to be removed from Action list.
- 5. Financial Report:**  
The Clerk went through the Financial Report, he reported minor overspends but was content HPC would be at or below budget by the end of the year. There were no questions and Members accepted the Financial Report.
- 6. Internal Audit Report (Interim) 2008-9:**  
The Clerk went through the Action Plan. Members discussed Assessment and Management of Risk – R4. The Clerk was asked to confirm the public liability cover and he advised it was a maximum of £5million. A discussion ensued and Members were of the opinion that they would like it confirmed as to whether £5million was sufficient cover. The Clerk to contact HPC's legal representative to ascertain whether the current cover was adequate.

**7. To note despatch of precept letter (copy attached):**

Members noted.

**8. Subscription Renewal:**

**a) Essex Wildlife Trust (£40)**

**b) International Tree Foundation (£25)**

Cllr Holmes proposed both of the above subscriptions be renewed. Cllr Mrs Glynn seconded. The Chairman asked for a show of hands, 6 Members showed hands and the motion was carried.

**9. Donation Suggestion – Kids Choir 2000:**

Cllr Mitchell proposed from the Chair to make a donation of £200. Cllr Mrs Glynn seconded. Cllr Dickson requested it be made clear if the donation was to be accounted to Specific Powers. The Clerk advised £300 was available in Specific Powers and £625 available in Grants 137. Cllr Holmes said he was conscious that this was the first proposal of the year and therefore proposed an amendment to decrease the amount to a donation of £100. The Clerk advised the donation would be attributed to the current year's budget and Cllr Holmes withdrew his proposed amendment. The Chairman asked Members to vote on the proposal he put forward to donate £200, seconded by Cllr Mrs Glynn, 6 Members showed hands and the motion was carried.

**10. Donation Request:**

**a) Rochford District Players:** Members had concerns with their accounts and discussed what benefit a donation would make to the Parishioners of Hawkwell. Cllr Mrs Glynn proposed HPC decline the request at this time and Cllr Mrs Chippette seconded. Members agreed and the motion was carried to decline the request.

**b) Ashingdon School:** Cllr Mrs Glynn proposed a donation of £600. The Chairman seconded. Cllr Dickson requested the Chairman to confirm 'under which power' and the Clerk responded, section 137. Cllr Holmes asked the Clerk to clarify the budget and he confirmed £300 in Specific Powers and £625 in Grants 137. Members debated which budget the money should come from and it was established there was sufficient funds to approve both grants from the appropriate budget. Cllr Mrs Chippette put a case forward that £600 was too much and proposed an amendment to the proposal to decrease the donation to £500. The Chairman seconded the amendment to the proposal. The Chairman asked Members to vote on the amended proposal to donate £500, 7 Members showed hands and the motion was carried.

**11. Summary of decisions:**

- **Internal Audit Report (Interim) 2008-9; Action Plan, R4** - The Clerk to contact HPC's legal representative to ascertain whether the current public liability cover was adequate.
- **Research investment of reserves** – No further action at this time due to the poor rate of interest.
- **Donation request for repairs to roof – Ashingdon Hall (referred from Full Council)** – The Clerk to advise from which budget potential donation would come from.
- **Budget amendments** – Item to be removed from Action list.
- **Essex Wildlife Trust (£40) and International Tree Foundation (£25):** Subscriptions to be renewed.

- **Donation Suggestion – Kids Choir 2000:** Members agreed a donation of £200 be made.
- **Rochford District Players:** Donation to be declined.
- **Ashingdon School:** Members agreed a donation of £500 be made to Ashingdon School.

Chairman