

**Minutes of the meeting of
FINANCE COMMITTEE
held on
Monday, 16th May 2011 in the Committee Room,
Freight House, Bradley Way, Rochford
At 7.30pm**

Councillors Present: Mrs E Chippette, J Dickson, V Leach, R Patient, D Weir, Mrs M Weir and Mrs P Young.

- 1. To elect a Chairman:**
Cllr Patient proposed Cllr Dickson remain in the Chair and the proposal was seconded by Cllrs Mrs Chippette. There being no further nominations Members voted and the motion was carried unanimously. Cllr Dickson thanked Members for his re-election.
- 2. To elect a Vice Chairman:**
Cllr Patient proposed Cllr Mrs Young be nominated for Vice Chairman and Cllr Mrs Weir proposed Cllr Mrs Chippette. Cllr Dickson declared 2 nominations had come forth, he asked both Members if they were willing to stand and they were. Cllr Dickson asked Members if they wished to have a paper vote; this was thought to be unnecessary and **Cllr Patient moved for a show of hands vote which was approved.** Members showed hands 3 for Cllr Mrs Chippette, 2 for Cllr Mrs Young with 1 abstention. **Cllr Dickson declared Cllr Mrs Chippette was elected Vice Chairman.**
- 3. To receive apologies for non attendance at meeting:**
Cllr R Mitchell had presented his apologies for annual leave and this was accepted.
- 4. Declarations of Interest:**
There were no declarations of interest.
- 5. To approve the Minutes of the meeting held on 11th April 2011 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members approved the Minutes of the Meeting held on 11th April 2011 and to the destruction of the manuscript notes in respect of that meeting.
- 6. Action List Update:**
The Clerk went through the progress report.
Record thanks to outgoing Members – completed, agreed to close item.
Amend Operational Plan – new Operational plan presented under Agenda item 9; agreed to close item on action list.
- 7. Financial Report:**
The Clerk informed the report, being the first of the financial year, had a very low profile at the moment as it reflected much in line with what he had predicted and he was pleased that the first tranche of the precept was received in early April. The Chairman commended the RFO and his Assistant for presenting the accounts so quickly. He then drew Members attention to some financial actions that needed to be done before the audit is completed. The Chairman asked Members to look, at their

convenience, at 2, 3, and 4 of financial regulations and familiarise themselves with them for completion of the annual return which he thought would be quite soon. The Clerk confirmed the annual return would be filled in at the June Full Council meeting and it needed to be with the external auditor by June 20th. There were no questions and Members accepted the Financial Report.

8. Parish Council – Insurance Renewal:

The Clerk referred to his report and went through items 1-5. Members discussed the options in the report in some detail and Cllr Leach questioned whether a no claims bonus on an annual basis would be upheld with a fixed term policy; the Clerk confirmed it would be unaffected. **Members moved the Clerk’s recommendation and the Chairman declared the Finance Committee accepted the recommendation of the RFO in respect of the insurance renewal.**

9. Consider Operational Plan:

The Chairman asked Members to consider the Operational Plan. The Clerk advised he had tried to include realistic dates, the asset register was reviewed and up to date but it ought to be examined, he would adjust the insurance valuations before renewal and he had some preparation to do in readiness for the examining officers to carry out their review which he estimated would take a couple of hour’s of their time. **Members were content with the information and agreed the Operational Plan as set out.**

10. Subscriptions:

a) **Essex Playing Fields Association (£25) – Cllr Mrs Weir moved that the subscription be renewed and Members agreed.**

11. Summary of Decisions Taken:

- Cllr Dickson was elected Chairman.
- Cllr Mrs Chippette was elected Vice Chairman.
- Agreed to close both items on action list.
- Members approved the recommendation of the Clerk re. Insurance renewal.
- Operational Plan approved.
- Approved Essex Playing Fields Association subscription (£25).

The meeting closed at 7.50pm.

Chairman