

**Minutes of a meeting of the  
FINANCE COMMITTEE  
held on  
Wednesday, 17<sup>th</sup> June 2009 in the Carriage Room  
Freight House, Bradley Way, Rochford**

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

**Also Present:** Cllr R Patient.

**1. To Elect a Chairman:**

**Cllr Dickson proposed that Cllr Mitchell be nominated as Chairman.** Cllr Holmes seconded. There were no further nominations, Members voted on the proposal and the motion was carried.

**2. To receive apologies for non-attendance at meeting:**

Mrs T Bateman (work) and Mrs M Dorrell (School Governors Meeting).  
Members noted and accepted the apologies tendered.

**3. To Elect a Vice Chairman:**

**Cllr Mrs Weir proposed that Cllr Dickson be nominated as Vice Chairman.** Cllr Mrs Chippette seconded. There were no further nominations, Members voted on the proposal and the motion was carried.

**4. Declarations of Interest:**

There were no declarations of interest.

**5. To approve the Minutes of the Meeting of 20<sup>th</sup> April 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**

Members accepted the Minutes of 20<sup>th</sup> April 2009 as a true record and agreed to the destruction of the manuscript notes.

**6. Action Points:**

**Research investment of reserves:** The Clerk recommended this item be closed and brought forward for action later in the year. **Cllr Holmes supported that and moved the entry be removed from the Action list and reviewed at a later date.** Cllr Mrs Weir seconded and Members agreed to the motion.

**Donation request for repairs to roof – Ashingdon Hall:** Cllr Mrs Glynn gave an update that she and Cllr Mrs Chippette attended a meeting with the trustees on 16<sup>th</sup> June 2009. The Treasurer provided a copy of the financial information, a copy of the constitution and presented 3 quotes, just under £20K but only some of the works had been estimated. Due to the estimates being incomplete they were asked to go back for them to be re-estimated. Cllr Mrs Glynn reported the Committee held a contingency fund of £2,100 to use over the year and just over £1K to fund the works pending, they had been provided with the relevant information as to whom else to approach for funding but they had done nothing so far. Cllrs Mrs Glynn and Mrs Chippette expressed frustration and they felt the hall Management Committee should be given until the end of July 2009 to put together the information required and if they did not then the matter be abandoned. The Chairman, **Cllr Mitchell asked Members if they agreed to give**

**the Committee until the end of July 2009 to put together the information required and Members agreed.**

**7. Financial Report:**

The Clerk informed the report had been laid out in a different format from usual but it gave exactly the same information on the financial year to 31<sup>st</sup> May 2009, all in line with prediction. There were no questions and Members accepted the Financial Report.

**8. Items brought forward from meeting of 20<sup>th</sup> April 2009 not otherwise on the Agenda:**

- **To note completion of the audit for 2007/8** - The Clerk referred to his report and asked Members to note the clearance of the 2007/8 audit. Members noted.
- **To note audit call date for 2008/9** – The Clerk referred to his report and asked Members to note the call to audit and Members noted.
- **To note publication of Charles Arnold-Baker** – Members noted and Cllr Leach commented that Charles Arnold-Baker had died recently and he had seen his obituary published in the newspaper.

**9. To note adjustment to budgets for 2009/10:**

The Clerk referred Members to his report and sought approval for adjustment to budgets for 2009/10. Members discussed the issue at length. Cllr Mrs Glynn wished to congratulate the Clerk for his work. **Cllr Holmes proposed Members accept the budget as laid out by the Clerk with the adjustments included. Cllr Mrs Chippette seconded, there was a show of hands and the motion was carried to accept the adjustment to budgets for 2009/10.**

**10. To consider the Annual Accounts and recommend approval of the Annual Accounts and Return by Full Council:**

The Clerk referred Members to the Annual Return Statement of Accounts and went through the report. Cllr Dickson referred to item 6 ‘Total other payments’ and asked the Clerk to give a brief explanation of the difference of expenditure between -58251 and -99245. The Clerk responded. Cllr Dickson asked the Chairman for an explanation on item 9 ‘Total fixed assets’ and the Clerk clarified the major items being resurfacing of car park, purchase of village signs, Xmas lights, purchase of second tractor, major overhaul of Ransom in order to keep it, seats, street furniture and structure of youth shelter. **Cllr Dickson moved the Committee accept the Annual Accounts and Cllr Mitchell seconded, there was a show of hands and the motion was carried.** Cllr Mitchell read out to Members points 1 to 9 on Section 2 – Annual Governance statement of the Annual Return for the year ended 31<sup>st</sup> March 2009. On item 4 the Clerk announced the notice went up in accordance with the auditor’s instructions and it remained on the noticeboard outside the village hall. Members affirmed the positive responses to each of the questions. **Cllr Holmes proposed that the Finance Committee recommend to Full Council that Annual Accounts be accepted and the Chairman and the Clerk sign the Annual Return and Governance Statement. Cllr Mrs Glynn seconded, a vote was taken and the motion was carried.**

**11. To consider the recommendations by Personnel Committee on pay awards:**

Cllr Mrs Weir moved the pay awards be accepted and proposed the Finance Committee recommend the pay awards to Full Council. Cllrs Holmes and Weir seconded, there was a show of hands and the motion was carried.

**12. To consider renewal of the Essex Playing Fields subscription:**

Members approved to the renewal of the Essex Playing Fields subscription.

**13. Summary of decisions:**

- Cllr Mitchell was elected as Chairman.
- Cllr Dickson was elected as Vice Chairman.
- Research investment of reserves to be removed from Action list and brought back for review at a later date.
- Agreed to give Ashingdon Hall Management Committee until the end of July 2009 to provide 3 complete estimates for repairs to roof.
- Members accepted the Financial Report.
- Members approved the adjustment to budgets for 2009/10.
- Accepted Annual Accounts and recommend Annual Accounts to Full Council to be signed by the Chairman and the Clerk.
- Approved pay awards and recommend pay awards to Full Council.
- Approved renewal of the Essex Playing Fields subscription.

Chairman