

**Minutes of a meeting of the
FINANCE COMMITTEE
held on
Monday, 19th April 2010 in the Committee Room
Freight House, Bradley Way, Rochford**

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

Also Present: Cllrs Mrs J Barney, Mrs C Cunningham, Mrs J Fern, A James.

Members of the Public: Mrs Carol Warren and Mr Eddie Short

1. To receive apologies for non-attendance at meeting:

Cllrs Mrs Dorrell (unwell) and K Holmes.

2. Declarations of Interest:

Cllr Leach declared an interest regarding the Hockley & Hawkwell 55+ Social Centre as a relative of the electrician providing the estimate.

Cllr Mrs Glynn declared an interest regarding the Hockley & Hawkwell 55+ Centre, she advised the Parish Council were involved in it when it was created, she knew people there but did not have any financial interest in the Centre.

Cllr Mrs Weir declared an interest being the Parish representative on the Hockley & Hawkwell Day Centre.

3. To approve the Minutes of the Meeting held on 8th March 2010 and to approve the destruction of the manuscript notes in respect of that meeting:

Members accepted the Minutes of 8th March 2010 as a true record and agreed to the destruction of the manuscript notes in respect of that meeting.

The Chairman welcomed a member of the public, Mrs Carol Warren, to the meeting. He requested Members approval to bring items 10 and 11 in front of item 4 due to the attendance of a representative from Hockley & Hawkwell 55+ Social Centre. Members were happy to do so and items 10 and 11 were brought forward.

4. Action Update List:

No action points.

5. Financial Report:

The Clerk went through the year-end report for last year. He advised that Cllr Dickson had interestingly extracted from last weeks financial report an under spend of £13K against income, not against budget; therefore £13K had been put into general reserves. There were no questions and Members accepted the financial report.

6. Standing Orders – Referred from Full Council:

Cllr Mitchell proposed from the Chair that a sub committee be set up comprising Cllrs Mrs Bateman, Dickson and Leach to evaluate Standing Orders and report back at the AGM for ratification. There was a lengthy debate, some Members were frustrated the review would not be tackled at the meeting but it was felt due to time constraints and significant important changes this was a practical way of dealing with a time consuming process and getting it adopted by the AGM. Members voted on the proposal, 2 voted for and 1 against and with the remaining Members abstaining, the motion was carried. Cllr Mrs Glynn requested the sub committee's recommendations

be circulated to Members at least 3 days prior to the AGM giving time to peruse them and the Clerk suggested the sub committee commence imminently and publish their findings a week before the AGM. Cllr Mrs Weir advised that she wished to consider the new standing orders liner by line at the AGM.

7. Annual Insurance Renewal (£5041.70)

The Clerk informed Members that the premium had gone up and renewal was due in June. Members discussed the options, **Cllr Mitchell asked Members if they were happy for the Clerk to spend some time researching other quotes, Members were content and the proposal was carried.**

8. Request for £3K budget be allocated from Reserves for Village Fayre Project:

Cllr Leach gave an update of the working group's achievements and programme. He advised of the increase in costs for an improved sound system and larger marquee, the £3K was a budget figure and the hope was that it would not all be spent. **Cllr Mitchell asked Members for their approval and the request was granted.**

9. Letter from Audit Commission – External Audit (Call date, Appointment of External Auditor):

Members noted the appointment of Wayne Rickard allotted from the Audit Commission.

10. Donation Requests:

a) Hockley & Hawkwell 55+ Social Centre:

A representative from Hockley & Hawkwell 55+ Social Centre attended the meeting and gave a verbal report in support of the donation request. Members agreed the facility fulfilled valuable social needs of local parishioners and **Cllr Mitchell proposed from the Chair that the sum of £500 be donated. Members voted and the motion was unanimously carried.** Cllr Dickson asked the Chairman to advise the representative of the existence of the Community Initiatives Fund, he added the money that was available for the fund this year was under spent and it may be possible to make representations through the County Council. The representative thanked Members and left the meeting.

b) Victim Support:

Cllr Mrs Glynn proposed in view of the current climate, the fact that it was a National Charity and with the rest of the financial year ahead, the request be denied at this time. Cllr Mrs Chippette seconded, there was a show of hands and the motion was carried.

c) Request for pump priming grant from Hawkwell Parish Plan Group:

Cllr Leach advised County support had now been withdrawn, the current group was enthusiastic bringing more benefits than the previous group; he supported the application and said **I proposed £500 would not be out of order in terms of what was required.** The Clerk was asked to clarify the figure available for grants and he confirmed under section 137 £1,000 was available minus the £500 donated to the Hockley & Hawkwell +55 Social Centre. He advised an additional £13K was transferred back to general reserves; the committee could extract further funds from reserves if it wanted to top up later on in the year. **Cllr Dickson seconded Cllr Leach's proposal to grant £500, there was a show of hands and the motion was carried.** Cllr James queried whether the money given to the previous group had been recovered and Cllr Mrs Weir confirmed it had. Mr Short who is Chairman of the Parish Plan Group asked that his gratitude be recorded.

11. Subscription Renewals:

a) EALC (£856.72):

Cllr Mrs Glynn proposed the subscription be renewed and Cllr Dickson seconded. There was a show of hands and the motion was carried.

b) Ravs (£10):

Cllr Mrs Glynn queried what RAVS did for HPC and the Clerk clarified the organisation helped and supported local charities to seek grant funding from a whole range of different bodies. **Cllr Weir proposed the subscription be renewed, this was seconded by Cllr Mitchell and the motion was carried.**

12. Summary of decisions:

- Members approved for sub committee to be set up comprising Cllrs Mrs Bateman, Dickson and Leach to evaluate Standing Orders.
- Annual Insurance Renewal – the Clerk to research quotes.
- Request granted for £3K budget to be allocated from Reserves for Village Fayre Project.
- Approved donation of £500 to Hockley & Hawkwell +55 Social Centre.
- Donation request from Victim Support denied.
- Pump priming grant for Hawkwell Parish Plan Group approved for £500.
- EALC subscription renewal of £856.72 approved.
- RAVS subscription renewal of £10.00 approved.

The meeting closed at 9.15pm.

Chairman