

**Draft Minutes of the Finance Committee Meeting held on Thursday 13<sup>th</sup> April 2017 in The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

None, all present.

**Present:**

Cllr S Bennell, Cllr S Garrett, Cllr J Jones (Chair), Cllr G Kitching and Cllr J Tanner (Chair)

**In attendance:**

Mrs E Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

None.

**3. Minutes of previous meeting:**

Cllr Tanner proposed approval of the minutes of the meeting held on Thursday 9<sup>th</sup> February, (previously circulated in draft form), which was seconded by Cllr Kitching, and with one abstention due to absence all were in favour.

The Town Council Chairman (Cllr Tanner) then signed the minutes.

**4. Public Comment:**

None.

**5. Financial Matters:**

**Alpha Finance Report of Income and Expenditure to date:**

The Town Clerk/RFO provided the Alpha Report of Income and Expenditure to date which was considered and noted, and a copy attached to the file copy of these minutes.

**Bank balances and bank reconciliations to date:**

The Town Clerk/RFO provided an HSBC printed copy of the bank balances to date which was noted and a copy attached to the file copy of these minutes.

The Town Clerk/RFO provided details of all the bank reconciliations to date, and it was noted that all the reconciliations were completed and up to date. The Town Clerk/RFO advised that all financial documents were available to Councillors to view during Office hours.

**Annual Review of Direct Debits/Standing Orders:**

The Town Clerk/RFO reported on the current list and the changes made due to the Office move, which were noted. An updated list would be presented to the next meeting.

**Annual review of Town Council Insurance:**

The insurance was reviewed and it was agreed to recommend approval to Full Council on 4<sup>th</sup> May to re-new the insurance on 1<sup>st</sup> June (Year 3 of 3 year contract)

**Update on Town Council move expenditure:**

The Town Clerk/RFO provided information on the increased cost for the building works due to fire regulations, which had been agreed by Cllr Tanner, Cllr Bennell and Cllr Jones to enable the work to proceed as soon as possible. Other related expenditure was noted and all would be funded from the Reserve account as previously agreed by Full Council.

The Town Clerk/RFO was requested to make a report to Full Council on 4<sup>th</sup> May.

**6. Staff Matters:**

**Training:**

It was agreed for the Town Clerk to organise bespoke Staff Management Training with LCPAS for members of the Finance Committee and Town Clerk/RFO as soon as possible.

**Staff Matters:**

Office Assistant responsibilities were discussed and it was agreed to implement some changes, but there would be no change to the Job Descriptions at this time. It was agreed keep the same opening times for the Town Council Office. The Town Clerk/RFO was responsible for managing staff and was requested to discuss the changes with both staff members, take notes and monitor the success of the changes, which would be discussed at a meeting to be held on Monday 15<sup>th</sup> May at 5pm.

**7. Action Plan:**

2017/18 – updates via committees would be considered at the next meeting

**7. Correspondence:**

**HSBC 11/03**

Letter advising the withdrawal of the Closed Safe Keeping service, which includes such items as deed boxes, sealed envelopes and parcels at the end of May. The Town Clerk/RFO reported that she had collected the documents, which would now be stored in the Safe.

**FAYAP 8/04**

Letter of thanks for recent grant. Notes

**Essex & Suffolk Water 2/05**

Information about water and sewerage charges. Noted.

**11. Matters of report or items for next agenda:**

Updated list of Direct Debits/Standing Orders – Agenda item next meeting

Staff Matters- report of meeting held on 15<sup>th</sup> May – Agenda item next meeting

**10. Date of next meeting:**

Thursday 8<sup>th</sup> June 2017 at 7.30pm