

**Draft Minutes of the Finance Committee Meeting be held on Thursday 9<sup>th</sup> February 2017 in the Town Council Meeting Room at 7.30pm**

**1. Apologies:**

Cllr J Jones

**Present:**

Cllr L Barrett, Cllr S Bennell, Cllr S Garrett, 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 Garrett proposed approval of the minutes of the meeting held on Thursday 12<sup>th</sup> January, (previously circulated in draft form), which was seconded by Cllr Kitching, with all in favour. The Chairman 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.

A transfer of £500 from budget 1126 to 1120 was agreed.

**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.

**VAT:**

The Town Clerk/RFO reported on a recent VAT re-claim which was noted.

**6. Grant Applications: (£977.30 left in Budget 2016/17)**

The following grant application which had been received by the deadline of 31<sup>st</sup> January was considered:

**FAYAP - £938.12**

TV £229.99

X Box Controllers x 2 £61.38

Mic cover £21.90

Mic £32.76

Seat repairs £295.00

Henry Hoover £108.00

Computer monitor £189.09

Following consideration it was agreed to recommend approval to Full Council on 2<sup>nd</sup> March.

**7. 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.

**Display Screen Equipment (DSE) workstation checklist and Manual Handling:**

The Town Clerk/RFO reported that she had carried out the annual review with members of staff, and the documents were presented to the committee. Cllr Kitching proposed these be accepted and the issues raised addressed, which was agreed.

**8. Annual Review of Risk Assessments:**

- Town Council Office – Cllr Kitching
- Financial Management – Cllr Barrett
- Credit Card – Cllr Garrett

It was agreed to recommend approval of the above reviewed/revised risk assessments to Full Council on 2<sup>nd</sup> March.

**9. Action Plan:**

Review 2016/17 – updates via committees would be considered at the next meeting

It was agreed to provide an update on identified priorities and progress at the APM with an opportunity to introduce new priorities.

**10. Correspondence:**

**Coastal Accessible Transport Service Ltd 7/02**

Letter regarding lease of 10a Riverside. Noted

**HSBC 8/02**

Letter confirming reinvestment of funds for 6 months from 16<sup>th</sup> January – 17<sup>th</sup> July as agreed. Noted

**HSBC 9/02**

Changes to credit card terms and conditions. Noted and filed for reference

**Essex & Suffolk Water 10/02**

Changes taking place in the water industry from April 2017. Noted and filed for reference

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

None.

**10. Date of next meeting:**

Thursday 9<sup>th</sup> March 2017 at 7.30pm