

**Minutes of the Averham, Kelham and Staythorpe Parish Council**

**Finance Committee**

**23 January 2018**

**7pm, Meadow Lodge, Staythorpe**

**Present:** Cllr J. Miller, Cllr J. Cobley, Cllr A. Fereday

**Ex-officio:** Nicola Walker, Clerk

FIN 18-001	<b>Opening Formalities</b>	
FIN 18-002	<b>Apologies for absence.</b> none	
FIN 18-003	<b>To receive declarations of interest from Members in any item to be discussed.</b> none	
FIN 18-004	<b>Minutes of the previous meeting.</b> The minutes of the previous meeting were unavailable.	
FIN 18-005	<b>Financial Report.</b> The financial report of the year-to-date spending was discussed, a few points need clarification. Clerk to ascertain invoice amounts pertaining to office expenses with JB. Cllr J. Miller to check with S.E. re VAT on one item. Clerk also to check on unrepresented cheque for defibrillator.	NW JM
FIN 18-006	<b>Training Budget.</b> It was agreed to recommend the addition of a Training Budget into the 2018/19 PC Budget. Clerk to add to the agenda.	NW
FIN 18-007	<b>Donation to FOAS for Playground Equipment.</b> Clerk to liaise with FOAS to determine how much had been raised. This item will be on the next PC agenda for a full vote.	NW
FIN 18-008	<b>Proposed Projects.</b> A donation to the Plough was discussed, but again, needs vote from PC. It is hoped that parishioners will come forward at the Parish Meeting with suggestions for future projects.	
FIN 18-009	<b>Budget/Precept 2018/19.</b> It was confirmed that the precept for 2018/19 will be £3270.00. The H.R. Committee will be reviewing the contract for the clerk, training budget to be added to budget, and there may be CIL money incoming in this financial year.	
FIN 18-010	<b>Changes to Standing Orders.</b> There will be a slight re-wording regarding the procedure for purchase of goods and services. This will be added to next PC agenda for a vote.	AF
FIN-18-011	<b>PC Bank Account/ Signatories.</b> It was agreed to look for a bank with a local branch and all Finance Committee members are to be signatories. Change to signatory policy to be added to next PC agenda for vote. Clerk still not receiving bank statements.	JM

FIN 18-012	<b>Items from Clerk.</b> <ul style="list-style-type: none"> <li>• NALC dues – £107.00-paid (authorised by finance committee as due before next PC meeting)</li> </ul>	
FIN 18-013	<b>Date of the next Finance Committee Meeting.</b> The next meeting will be 6 March,2018 at 7:00pm at Meadow Lodge, Staythorpe.	
	<b>The meeting closed at 9.38pm</b>	

Chairman: .....

Date: .....

DRAFT