

## FELSTED PARISH COUNCIL

### Minutes of the Finance Committee Meeting held on 27 February 2019 at 5.00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Graham Harvey, Alan Mackrill, Frances Marshall, Peter Rose and Stephanie Woodhouse.
- F18/34 **Apologies for absence and declarations of interest**  
All members were present. There were no Declarations of Interest.
- F18/35 **Minutes of the meeting held on 21 November 2018**  
The Minutes of the meeting were agreed and were signed by the Chairman.
- F18/36 **Matters arising from the November meeting**  
**36.1 Assistant Clerk position (Item F18/27.1)** – Peter Watson the former Asst Clerk had been instructed to delete all Parish Council documents from his personal laptop but despite a recent reminder he had not yet confirmed that this had been done. The Chairman would remind him of this requirement.  
The Clerk confirmed that a laptop had been purchased for the new Assistant Clerk and a dedicated e-mail address had been set up.  
**36.2 Woodleys Car Park resurfacing (Item 18/30.2)** - The Clerk had met Ted Anderson earlier in the week and discussed the junction of the new surface with the existing which was causing a large puddle to form after heavy rain. Details of a solution were awaited from the contractor.  
**36.3 Grant funding for Councillors computer tablets (Item 18/31)** – Members were pleased to note that a grant totalling £1000 had been received from the District Councillors towards the cost of purchasing the tablets.  
**36.4 Meeting with Felsted School Bursar (Item 18/31)** - It was agreed that the Clerk would arrange this meeting for mid-May or early June.
- F18/37 **Bank Reconciliation and PAYE records**  
These records were currently with the Internal Auditor so they would be signed at the next meeting.
- F18/38 **Review of Asset Register land values**  
The Clerk confirmed that the Nature Area had been measured at 13.2 hectares (32.6 acres). Cllr Chris Woodhouse had advised a value of £65,000 to reflect the condition of the land and the wildlife use restriction. It was agreed that the Clerk would contact the Internal Auditor for advice regarding the possible implications (if any) of re-adjusting the valuation upwards once the Nature Area becomes established in a few years time.
- F18/39 **Review of accounts for the current year to date**  
Members studied the Budget Comparison spreadsheet which had been prepared by the Clerk. All income and expenditure for the Nature Area had been taken out of the Budget Comparison figures. Members noted the separate Income and Expenditure Account which had been provided for the Nature Area.  
The following points on the Budget Comparison were highlighted:  
**RECEIPTS**  
1. A cheque for £250 had just been received from Felsted Rovers FC for rent of the playing field.  
**PAYMENTS**  
1. Training – Councillor training would not now take place until after the May 2 election (next financial year).  
2. Green waste collection – The invoice had not yet been received from UDC.  
3. Hedge and tree maintenance / grass cutting – These costs had to date totalled £1700 more than the proposed budget.  
4. Churchyard maintenance – These costs had to date totalled £2800 less than the

proposed budget.

F18/40

**Consideration of Precept for 2019-20**

Members noted and agreed the figures for the 2019-20 Proposed Budget which had been prepared by the Clerk. Figures had not been included at this stage for potential village centre toilets, additional car parking provision and improvements to Bannister Green and Willows Green play areas, because these projects would require further investigation before being confirmed.

F18/41

**Disaster Recovery Strategy**

Members noted that many businesses produce a Disaster Recovery Strategy to provide contingency plans to deal with various emergency situations which might occur. Cllr Graham Harvey agreed to draft a Strategy for consideration at the next Finance Committee meeting.

F18/42

**Other Urgent matters**

**1. Date of next meeting** – The meeting had been scheduled for 5 June at 6.30pm (immediately prior to the PC meeting so that the Audit Return could be studied and approved). However the Chairman would not be available on this date so it was agreed to re-schedule the meeting to Monday 3 June at 5pm.

**Next Meeting**

The meeting closed at 5.55 pm.

The next meeting will be held on Monday 3 June at 5.00pm

.....

Chairman

3 June 2019