



# Goostrey Parish Council

## FINANCE COMMITTEE

### MINUTES of the MEETING on MONDAY 6<sup>th</sup> JULY 2015

**Present:** Cllrs M<sup>c</sup>Cubbin(CM<sup>c</sup>C), Bennett (RB), Godfrey(PG) & Rathbone(TR)

**Apologies:** Cllrs Caulkin and O'Donoghue

**In attendance:** Sharon Jones, Clerk to the Parish Council

1. **Election of Chairman** - Resolved: Cllr McCubbin was voted unanimously by the Committee as the New Chairman of the Finance Committee.
2. **Election of Vice Chairman** – deferred to next meeting.
3. **Declarations of Interest** - None.
4. **Apologies for Absence** – Apologies were received from Cllrs Caulkin and O'Donoghue .
5. **Minutes of the Meeting of 7<sup>th</sup> April 2015** – The minutes were accepted as an accurate record of the meeting.
6. **Matters arising from the Minutes of the Meeting of 7<sup>th</sup> April 2015.**

The following items were deferred from the last meeting and were taken as matters arising.

**a. Asset Register**

**Action:** Clerk and RB to carry out an audit of the assets before the next meeting

**Risk Management**

- b. Action:** Clerk to check latest guidance on financial risk management for PC's. Risk Assessments for VH hire and PC activities need to be carried out. **Action:** Clerk to make a list of Risk Assessments. Clerk to arrange a Meeting with Goosfest to look at risks associated with their Folk weekend and other Goosfest events at the Village Hall.

**7. Draft Accounts for Q1 2015/16**

The Committee accepted the draft accounts.

**8. Financial Position vs budget to date.**

CMcC requested that the Residents Donation was marked in the reserves as being held in trust. The financial position is within budget for Q1 2015/16.

**9. Asset Register** – Clerk and RB to carry out an audit of the assets before the next meeting.

**10. Consider process for purchasing urgent items or bills between meetings which are too expensive for clerk to buy and claim back** – The Committee agreed a proposal that Clerk can purchase items up to £500.00 from the bank account with permission from members of the Finance Committee in advance of purchase. The purchase can be paid for directly from GPC bank account, and entered onto the payment schedule of the PC meeting for the next month. This proposal will be put before the PC at the meeting in July.

**11. Change of Broadband Supplier** – **Action:** Clerk to find costs and present at PC Meeting.

**12. Cost of PA and recording equipment for the Lounge** - Clerk outlined the cost of PA equipment for the lounge to be in the region of £150.00 to £250.00 for a portable PA and a further £100 to £150 for a suitable boundary microphone and hearing loop is also required as part of the configuration.

A recording device would also need to be purchased which requires advices from a supplier. **Action:** Clerk to arrange for a supplier to demonstrate a suitable configuration of equipment in September.

**13. Any Other Business** – None.

**14. Date of Next Meeting** - The next meeting was set for 5<sup>th</sup> October 2015.

These minutes will be submitted for approval at the next meeting. Until then they are draft minutes.

*Chairman: Cllr Peter Godfrey*

*Clerk: Sharon Jones*