

## Minutes of Finance Committee Meeting 10<sup>th</sup> October 2019

Meeting at Memorial Hall, Cavendish

Attendees: Cllrs Halliday, Craig and Williamott- Finance Committee members

C R Turner-Clerk/RFO

No Members of the public

An agenda had been prepared by the clerk which had been circulated and had been placed on the website. County Councillor Mary Evans was expected to talk about funding for the new road regulations for lorries but was absent from the meeting.

1. Councillor Halliday had been at a meeting with County Councillor Mary Evans and other Chairs of affected Parish Councils, to discuss the latest on the ETO (Emergency Traffic Order). An estimated cost of £20,000 to run the scheme needed to be raised and a proposal had been tabled that Clare PC pay 50% of the cost with Cavendish and Stoke by Clare contributing 25% each. The only other council was Wixoe who would hardly be affected. It is understood that Long Melford have declined to contribute. This order is to cover the area from Baythorn End to Long Melford, along the A1092. The feasibility study cost SCC £14000 and they could only add a small amount to the pot. Subsequent to the meeting a message had been received about the legality of the PCs making contributions to such a scheme. That needs to be sorted first, hence Mary's absence from our meeting.
2. The External Audit has been returned to us and relevant details published on both the notice board and website. The Accountants had nothing to add to our audit. Our internal auditors, SALC, had sent a lengthy report to us, pointing out a number of issues, and these were discussed in detail. Legal powers for payments were mentioned and RFO to review. Full insurance documents had not been provided to auditor, only part. It was felt that as the full document is only sent by e mail and runs to a vast number of pages, it was appropriate to only print off the relevant pages for the audit. Internal Control documents to be reviewed and excess brackets to be removed. Finance Cttee meetings need to be held in the public forum (as above). Contract of employment to be drawn up for employees (Clerk), Cllr Williamott to arrange. Bank statements to be reconciled at each bi-monthly meeting. Clerk to review front page of the AGAR Part 3. SALC as internal auditors to be appointed annually- diarise for Jan 2020.
3. Budget 2019/20. The RFO provided a breakdown of expenditure to date together with additional expenses estimated for the remainder of financial year. Our budget for this year excluding income and outgoings for the Memorial Hall (not repairs, which are from reserves) is for £24100. To date we are £2000 over budget however this does not take account of income received other than from precept, cemetery income £1000, Allotments £500 and misc. £570(bottle bank, wayleaves etc), Overall the budget is balanced. We do have additional expenditure expected for tree services and clearance of spoil in the cemetery which may impact later in the year, but this will be partly offset by further income. We do have contingencies if required.
4. Financial Regulations need minor changes and is in order and can be put towards the full council at our next meeting.
5. Future management of the Memorial Hall and the finances. We have 2 outstanding jobs with Marjoram our builders, the back gable and porch which will cost £5000 approx. This will leave the front car park refurbishment. We do have reserves available and the Trustees of The Ambrose Memorial Hall fund have indicated that £10000 is available if required. Now that the Hall management committee has been disbanded and David Kirkman will no longer be dealing with health and Safety checks in the hall, we do need to look at how this and hall bookings/payments will be managed in the future. We need to review David's records to ascertain the requirements needed, and the risk assessments held. A list of regular users of the hall is needed. Cllr Halliday is to look into what can be done on an on-line diary system and will report back to the full council.

Chris Turner - Clerk