

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

### TO MEMBERS OF THE FINANCE COMMITTEE

18<sup>th</sup> June 2015

You are hereby summoned to a meeting of the **FINANCE COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 25<sup>th</sup> JUNE 2015** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

Town Clerk

### AGENDA

**01/15 To receive the resignation of Cllr A Kaye as Chairman of the Committee**

**02/15 To elect a new Chairman**

**03/15 Apologies for absence**

**04/15 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct.**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

*Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.*

**05/15 Public participation session with respect to items on the agenda previously notified to the Clerk.**

- To receive any representations from members of the public. The maximum time for this item is 15 minutes.

**06/15 To agree the minutes of the meeting held on 30<sup>th</sup> April 2015**

**07/15 Clerk's Report**

**08/15 Terms of Reference**

- To consider the current draft and make recommendation to Full Council

**09/15 Finance Reporting**

- To note the bank reconciliation to 31st May 2015
- To note details of financial payments over £100 for April and May 2015

**10/15 Bank Signatories**

- To agree additional bank signatories for the Town Council and Jubilee Park accounts.

*Currently Cllrs Jackman, Kaye and Roberts are the only signatories. The Council usually holds six signatories who are available during office hours to attend the office as required.*

Bansons, Bansons Way, Ongar, Essex, CM5 9AS

Tel 01277 365348

Fax 01277 362315

e-mail [clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

[www.ongartowncouncil.gov.uk](http://www.ongartowncouncil.gov.uk)



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### **11/15 Council Investments**

- To receive a report regarding the current status of investments and agree the necessary action

### **12/15 VAT**

- To note the requirement to register with HMRC to charge VAT on taxable supplies (details attached)

### **13/15 Recommendations from the Open Spaces Committee**

#### **Allotment Fees**

To consider a proposed rise of 2% from 1<sup>st</sup> November 2016 as unanimously agreed by the Open Spaces Committee and make recommendation to Full Council (details attached)

#### **Cemetery Fees**

To consider raising the fees for cemetery services as unanimously agreed by the Open Spaces Committee and make recommendation to Full Council (details attached)

### **14/15 Cemetery Chapel**

- To note the existing property inspection dated January 2015 (copy attached)
- To consider if further assessment/action is necessary

### **15/15 Recommendation from the Human Resources Committee**

- To consider the Committee's recommendation for training during 2015/16 (details to follow)
- To consider an additional emergency box be placed at the Jubilee Pavilion. Provision to be made from the Jubilee Park budget.

***An informal fifteen minute 'Open Forum' session to be held after the closure of the meeting where matters of interest or concern could be discussed by members and the public present.***

