

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN BANSONS ON
THURSDAY 27th AUGUST 2015 AT 8.00pm**

Present: J Bicknell* P Bolden J Devonald C Feetham
N Fletcher* B Freeman S Jackman A Kaye
J Reynolds J Rushton A Wingfield*

*Non committee members

Officers: A Middlehurst (Town Clerk) E Gough (Admin Assistant)

Other: One member of the public
One District Councillor

ACTION

16/15 Apologies for absence

Apologies were received from Cllrs Browning and Gode (holiday) and Cllr Roberts (illness).

17/15 Declarations of personal and or prejudicial interest

None received.

18/15 Public participation session with respect to items on the agenda

None received.

19/15 To agree the minutes of the meeting held on 25th June 2015

The minutes of the meeting held on 25th June were agreed as a true record and signed by the Chairman.

20/15 Clerk's Report

There were no items reported by the Clerk.

21/15 Financial Reporting

The chairman stated his intention to read a statement he had prepared regarding this item:-

“Before we start this item, I am very disappointed to say that in the agenda that has been circulated, items I requested concerning financial reporting namely bank reconciliations to 31st July, details of payments over £100 for June and July 2015, the amount of council reserve funds held at 31st March 2015 and those held at 31st July 2015 have not been itemised.

As you will see under item 20/15 we will be receiving financial reports from the Clerk. After receiving the report, it may be that I will revisit this issue at that juncture. I am most concerned that we cannot operate as a Finance Committee of the Council without having all the financial information before us. I feel it is vital that, as we move nearer to the time for consideration of the precept the Council is in full possession of the financial status of our accounts.”

The Clerk reported that there was an issue with the accounts package and therefore the reconciliation as at 31st July 2015 and the details of the finance between April and July were having to be recorded again. A financial statement would be issued to all

councillors as soon as it was available. The Clerk admitted that they had taken the decision to remove the items agreed on the draft agenda requested by Cllrs Bolden and Reynolds. Councillors were also reminded that reconciliation for 31st March had previously been issued and payments over £100 were available on the Council's website.

Cllr Bolden still felt that he should put forward the resolution.

RESOLUTION

That in view of time constraints, the Town Clerk supply written reports to the Full Council meeting on 10th September 2015 on the following:-

1. Bank Reconciliations to 31st July 2015
2. Details of financial payments over £100 for June and July 2015
3. The amount of council reserve funds held as at 31st March 2015
4. The amount of council reserve funds held as at 31st July 2015

The Resolution was seconded by Cllr Reynolds.

Cllr Kaye, not through the chair, said that he felt that a discussion should take place before a vote on the Resolution. Cllr Bolden said that the Finance Committee needed the information especially with the budget setting imminent. He still felt that this item should be included on the agenda for the scheduled Full Council to be held on 10th September 2015 and proposed his Resolution, seconded by Cllr Reynolds.

The Clerk reiterated that she could not guarantee that the information would be available to this timescale.

Cllr Bolden acknowledged that the accounts system had gone down but enquired about an electronic back up system.

Before a vote could be taken the Clerk left the meeting.

Cllr Bolden insisted that the Administrative Assistant remain to clerk the meeting to which she advised that the Committee should be clerked by the Responsible Finance Officer. Cllr Bolden reiterated his demand at which point the Administrative Assistant left the meeting.

The closure of the meeting was not recorded.

Signed

Chair

Date

The following agenda items were not discussed at the meeting:-

22/15 Bank Signatories

- To note that the new bank signatories have been processed for all accounts. Cllrs Bolden, Browning, Jackman, Reynolds and Roberts are now able to authorise payments.

23/15 Council Investments

- To note that £10,000 from the S106 Agreement following the building of The Gables for the improvement of the Shelley Park play area has been invested within the CCLA Property Fund as agreed at the June Committee meeting.

24/15 Mini Bus

- To receive the budget as at 31st July 2014
- To consider amending the hire agreement to confirm users need to be aware of any toll charges that may occur.

Draft wording: Users will need to pay the charges when using the Dartford Crossings. Failure to do so will incur a Penalty Charge Notice which will be forwarded to the driver of the vehicle. To purchase a one off payment visit www.gov.uk/pay-dartford-crossing-charge

25/15 Scout Hut Land Lease

- To consider the further request from 3rd Ongar Scout Group regarding extending the term of the lease.

An extract from the Finance Committee Meeting on 30th April is below:-

86/14 Scout Hut Lease

The advice from the Town Council's solicitor following the request from the Scouts to increase the term of the lease to 75 years was considered by the Committee. Cllr Surtees proposed and Cllr Kaye seconded that on advice from the Council's solicitor the Council do not extend the lease beyond 23 years. **AGREED.**

26/15 VAT

- To receive an update on the registration with HMRC to charge VAT on taxable supplies
- To note the arrangements for the reclamation of VAT

27/15 Chapel

- To receive a report from Cllr Reynolds regarding the condition of the Chapel building