

DATED:

LONG MELFORD PARISH COUNCIL
 1 Milestone House, Long Melford, Suffolk. CO10 9HZ.
 Tel: 01787 378084 email: clerk@longmelford-pc.gov.uk

Minutes of: Finance Committee
Date: Tuesday, 24th September 2017 Time: 7.00 p.m.
Place: UNITED REFORM CHURCH, Hall Street, Long Melford.

Present: Cllrs: Graham Eade, Liz Malvisi (Chairman), Richard Michette, Carole Michette, & John Watts

There were no members of the public in attendance.

Chairman opened the meeting at 7.20pm.

Agenda Number	Decision Required	Description
17/07		Apologies for absence were received from: Cllrs I Bartlett, E Butler Smith, C Ingram, R Kemp, J Lines, P Moreton & John Nunn
17/08		Declarations of Interest: There were no declarations of interest
17/09	Yes	The minutes previous meeting held on Friday, 14 th July 2017 at 6:00pm at URC, were proposed for acceptance, unanimously agreed and duly signed.
17/10		Questions and or statements from the Public: There were no members of the public present.
17/11	Yes	Budgets: (a) The committee unanimously resolved to Receive and Approve the Accounting Reconciliation Statements to date for all 3 accounts. (b) The committee unanimously resolved to receive and note the budget spend and variations to date (c) The budget for 2018/19 was discussed, and generally accepted, but will be placed before the next Finance Committee meeting in January 18 for ratification. It was noted that the budget should allow for reserves growth to meet the needs for Phase III lighting, and a new burial plot (required by 2028).
17/12	Yes	Changes to Financial Regulations. The committee resolved by a unanimous vote to recommended the changes to Full Parish Council for adoption.
17/13	Yes	Risk Management Policy. It was resolved by unanimous vote to accept the Risk Management Policy for adoption by the Council
17/14	Yes	Asset Register: (a) It was resolved by unanimous vote to accept the revised Asset Register for adoption by the council , and that all councillors would review the list for omissions.

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		(b) It was further resolved to carry out an onsite inventory against the Asset Register, which would be completed prior to the next meeting of the Finance Committee (January 18).
17/15	Yes	Bank Mandates – The Bank Mandate requirements for Account number 2 are somewhat onerous and required a full reading of the “Certified Copy of Resolutions” to be read out, in order to remove the signatories no longer part of the parish council (Mr S Dudden, Mrs PY Hall, Miss SJ Wordley). This also allowed the new clerk to be added – plus noting that at least one other signatory is required for the account. It was resolved that the “Section 2: Certified Copy of Resolutions” be accepted by the committee, and those 3 names listed above bne removed. The clerk determined to also send an email to all councillors looking for further volunteers to fill the signatory list on Account number 1 and Number 2 (there should be 5 on each).
17/16	Yes	Clerk/RFO to hold and be authorised to use a Parish Council credit card. The committee resolved by a unanimous vote to recommended obtaining a limited spend Credit Card to Full Parish Council for adoption.

There being no further business on the agenda, the meeting closed at 8.24pm

Signature 18/01/2018

Signed: *Robert Williams*

Clerk
Long Melford Parish Council