

CAPEL PARISH COUNCIL

MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD AT THE ARNOLD COOKE HALL, TUDELEY ON THE 3rd JUNE 2019 AT 7.30PM

Present:

Cllr Charles Mackonochie - Chairman

Cllr Hugh Patterson

Cllr Trevor Sawyer – vice- chairman

Cllr Ashley Saunders

Also in attendance the RFO – Mrs Michelle Rumble, one member of the public

.....

Agenda Minute

No

No

1.

ADMINISTRATION

Fire Exits, Sign in Sheets, Assembly Point, Mobile Phones.

2.

283

APOLOGIES FOR ABSENCE

Received and accepted from Cllr Fenton

3.

284

ELECT A CHAIRMAN

Cllr Mackonochie was elected as Chairman at the Annual Parish meeting

4

285

ELECT A VICE-CHAIRMAN

Cllr Saunders proposed Cllr Sawyer, seconded by Cllr Paterson
RESOLVED by all members present

5.

286

TO AGREE THE TERMS OF REFERENCE

This was circulated to all members prior to the meeting, amendments were made at the meeting, and the RFO will make these and circulate the updated version to all members and the Clerk.

6.

287

COUNCILLOR DECLARATIONS

Cllr Mackonochie declared an interest in item 9.8 and would take no part in the discussion and leave the room.

7.

288

MINUTES OF THE LAST FINANCE AND RESOURCES COMMITTEE

held on the 4th March 2019 –

The Chairman signed the minutes as a true and correct record

8.

289

MATTERS ARISING FROM LAST MINUTES

Website

It was noted that all members now had their own Capel Parish Council email addresses as per the GDPR Regulations.

9.

290

FINANCIAL MATTERS

9.1. Bank Reconciliation

Noted by all members

9.2. Budget Report

Noted by members.

9.3. Website updating

At present this is being maintained by Cllr Paterson which he is quite happy to continue with, but has stated that perhaps the webmaster should be someone who lives in the Village, it was suggested that they make a decision on this matter at the next meeting in September, they would also look at what the hourly rate and how many hours would possibly be required?

9.4. Financial Regulations

The RFO had circulated to all members prior to the meeting an updated version of the Financial Regulations as asked for by Cllr Fenton, it was RESOLVED by all members to accept the amendment.

9.5. Financial Software

The RFO had sought quotes for this which had been circulated to all members prior to the meeting, the quotes varied in cost by quite a lot and discussed would the software be able to offer them the reports required, as at the moment the members are quite happy with what they receive, the RFO will continue to report on the Budget using the current system but she will speak with Edge Software to see what reports they could offer and possibly forward some examples to the members.

9.6. Bank Reconciliation

The RFO stated that good practice should be followed and the Bank Statements should be checked and signed each month. Cllr Mackonochie signed the Bank Reconciliation for April.

9.7. Asset Register

The RFO had circulated this to all members prior to the meeting, a couple of points were raised and the RFO was asked to forward these onto the Clerk.

9.8. Grant request

Cllr Mackonochie left the room

A representative was present from the fete committee and spoke on the request for a donation and there fund raising which had taken place this year.

The Council had been approached by the Fete Committee asking for a donation of £564.00 to cover the Fete Insurance. The members felt that they should support the Fete committee and it was proposed by Cllr Saunders, seconded by Cllr Sawyer that they should donate under Section 137 £564.00 to the Fete Committee for 2019.

9.9. Bank Mandate

The Parish Council signed the necessary forms to remove Cllr Anthony from the Bank as a signatory.

10. 291 **DATE OF NEXT MEETING**

The next Finance and Resources meeting will be the 9th September 2019

There being no further business the meeting closed at 8.30pm