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**Minutes of the meeting of the Finance & General Purposes Committee****Held on 5<sup>th</sup> June 2017 at 7.30 pm in the Bush Room****Present:** - James Sumner (JS) (Chair), Alison Peters (AP), Ann Curtis (AC), Steve Blick (SB).  
Graham Smith (Clerk)**1. Apologies accepted for Absence**

Marcus Fry (MF), Steve McMillan (SM).

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of meeting held on 8<sup>th</sup> May 2017 and Matters Arising**5.1. Approval of the minutes of the meeting held on 8<sup>th</sup> May 2017**17.012 Resolved:** The minutes of the meetings held on 8<sup>th</sup> May 2017 were approved and signed by the Chairman

## 5.2. Matters Arising – None

## 5.3. Outstanding Actions – None

**6. Matters Arising from Committee Reports**

## 6.1. Planning Committee – None

## 6.2. Footpaths &amp; Allotments Committee – None

## 6.3. Playing Fields &amp; Open Spaces Committee – None

**7. Financial Reports**7.1. Finance Report May 2017

(JS) informed Cllrs that he had reviewed the financial reports and that all appeared in order.

**17.013 Resolved:** The financial reports for May as presented were accepted as accurate.**8. Audit 2016/17 - Feedback**

Cllrs reviewed the Internal Auditors feedback relating to the internal audit for 2016/17, noted the points raised and requested that (Clerk) comply with adding serial numbers of electronic items on the asset register.

**F170605-01:** - Place serial numbers of electronic assets onto the Asset Register.**Action to (Clerk)****9. Co-op investment Account**

(Clerk) provided with the agenda packs the instruction from Co-op bank relating to reinvestment of funds and it was noted that the account was being discontinued by Co-op bank and three options were presented. Receiving monies as a cheque, placing into another account, or setting up a different account within the co-op.

(SB) recommended that this money should not be moved to Bank of Ireland as this will exceed the government compensation limit. (Clerk) informed Cllrs of his continued frustration with the Co-op bank as, although the nominated point of contact, bank employees would not speak to him to assist or clarify any issues due to (Clerk) not being a signatory. (Cllrs) recommended that (Clerk) investigate options with regard to opening another account but in the meantime due to a limit being placed of the 23<sup>rd</sup> June that (Clerk) should request a cheque to be raised. (Cllrs) confirmed that this could be kept in a safe until required.

(JS) proposed that a cheque be raised and a new account be opened. (SB) seconded the proposal and all Cllrs agreed.

**17.014 Resolved:** The reserves currently sitting with the Co-op investment account be drawn via cheque and retained until a new account opened.

**F170605-02:** - Instruct Co-op bank to release money via cheque and to investigate options / bank accounts as to where to place the money.

*Action to (Clerk)*

## 10. Reserves

(Clerk) informed Cllrs that a new allocation of reserves is required as the existing list is out of date. (JS) requested that he meet with (Clerk) to discuss.

**F170605-03:** - Arrange meeting with (JS) to discuss reserve allocation.

*Action to (Clerk)*

## 11. Authorisation of Payments

11.1. Payments authorisation by Cllrs Alison Peters & James Sumner

Details	Chq. no	£
Grounds Maintenance Contract - May	2811	1170.00
RBS year-end check & closure	2812	156.00
Internal Audit	2813	274.80
GAP Supplies – Cemetery Gravel	2814	221,56
Repair to Bus Stop Sign	2815	84.00
Room Hire	2816	68.10
Total Payments		£1,752.90

11.2. Recent Receipts

Details	Ref.	£
4 @ £28.35	Bank Rec	113.40
VAT Reclaim	DCR	1818.94
Deed of Grant	Inc2815	48.00
Memorial	Inc2816	82.00
Compensation Payment	Inc2817	100.00
Gross Interest	DCR	5.05
Total Receipts		£2,167.39

**12. Correspondence**

(Clerk) informed Cllrs that he had received a reply from Alveston Cricket Club relating to points raised at previous meetings. (Cllrs) requested that (Clerk) obtain a quotation from Prestige Grounds relating to treatment and flattening of ground on which the dis-used cricket nets stand, also to request that a visual be forwarded of the ACC display banner and to invite ACC to the next PF & OS meeting (September) to discuss the perimeter nets for next season.

**F170605-04:** - Obtain a quotation from Prestige Grounds relating to treatment and flattening of ground on which the dis-used cricket nets stand. Request that a visual be forwarded of the ACC display banner and to invite ACC to the next PF & OS meeting (September) to discuss the perimeter nets for next season.

*Action to (Clerk)*

**13. Website / Helmet**

None

**14. Any other business**

None

Meeting Closed 20.45PM

**The next meeting of the Finance and General Purposes Committee is on Monday  
3<sup>rd</sup> July 2017 at 7.30pm.**