

SEDLESCOMBE PARISH COUNCIL
FINANCE COMMITTEE 27/06/06 AGENDA

MEMBERS: Cllr Mrs M Irwin, Cllr Mrs P Glew, Cllr N Foord, Cllr R Dellow, Cllr Mrs V Wright (Chairman of the Council), Cllr A Rand (Vice-Chairman of the Council)

A MEETING OF THE FINANCE COMMITTEE OF SEDLESCOMBE PARISH COUNCIL IS TO BE HELD IN COMMITTEE ROOM 2 OF THE VILLAGE HALL ON TUESDAY 27 JUNE 2006 AT 20:00

- F06/07.1 To elect the Chairman of the Committee for the ensuing year.
- F06/07.2 To receive apologies for absence.
- F06/07.3 To authorise the Chairman of the Committee to sign the Minutes of the Meeting of the Committee held on 28/03/06 as a correct record.
- F06/07.4 To remind members to disclose personal interests as they arise and to state whether these interests are prejudicial under the terms of the Code of Conduct of Sedlescombe Parish Council.
- F06/07.5 To receive an update on matters raised at the last meeting.
- 5.1 Specials – F05/06.37.1.2 – Cllr Dellow.
- 5.2 Red Barn Field laminated boards – F05/06.37.3 – Cllr Rand/Cllr Dellow/Clerk.
- 5.3 Red Barn Field display posters – F05/06.37.4 – Clerk.
- 5.4 Village Sign refurbishment – F05/06.37.5 – Clerk.
- 5.5 Riverside playground – F05/06.39.2 – Clerk.
- 5.6 East View Terrace playground refurbishment – F05/06.39.3 – Clerk.
- 5.7 Giant hogweed control – F05/06.40 – Clerk.
- 5.8 Permissive path at Queen's Head – F05/06.42 – Clerk.
- 5.9 Unallocated funds – F05/06.42 – Clerk.
- 5.10 Village Security Fund 2006-7 – F05/06.43 – Clerk.
- 5.11 AON Complete Contractor Policy – F05/06.47.2 – Cllr Rand.
- 5.12 Copy of Sports Association public liability insurance document – F05/06.49 – Clerk.
- 5.13 Applications for grant aid – F05/06.52 – Clerk. To include approval for the Parish Council to contribute £60 towards the printing of the next five full colour editions of the Bulletin.
- F06/07.6 Audit
- 6.1 To receive a report of the Internal Auditor on the 2005-6 accounts and to recommend approval of the Return for sending to Mazars (auditors).
- 6.2 To receive the Clerk's report regarding the exercise of electors' rights to view the accounts and to make copies.
- F06/07.7 To compare current financial position with budget.
- F06/07.8 Budget planning of jobs/contracts forwarded by Best Value & Community Projects Committee.
- F06/07.9 To approve expenditure in line with budget.
- F06/07.10 Barclays Bank Community Account. To note that, as from 1 June 2006, Barclays Bank has discontinued the service of returning paid cheques. The return of paid cheques had been required to provide evidence of the payee. However, the "account payee" crossing on all cheques under the Cheques Act 1992 gives some protection. In addition, the Finance Committee should note that:
1. The Financial Officer is responsible for safe-keeping of cheques.
 2. The Financial Officer is responsible for writing the cheque and two councillors are responsible for ensuring that the cheque is made out to the correct name.
 3. A list of three councillors who are authorised signatories and a copy of the mandate for the Barclays Bank account will be maintained and produced at audit.
 4. All cheques will be signed by two of the three members.
 5. Both cheque signatories will initial cheque stubs.
 6. The Chairman of the Finance Committee will check that proper vouchers support all payments.
 7. A clear authorisation and listing of all payments will be included in Council Minutes.

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In addition, two other accounts are currently held:

Community 30-day notice account with Alliance & Leicester Commercial Bank.

1. A 4-digit PhonePIN has been provided which can be used to check the balance on the account. However, withdrawal of monies from this account still have to be authorised by two of the approved signatories.

Direct Corporate Deposit account with West Bromwich Building Society

1. Applications for withdrawals signed by two signatories are made by post to the Society. Payments are made by BACS to Barclays Community Account on the third bank working day following receipt of the withdrawal.

List of signatories for the three accounts herewith.

- F06/07.11 To recommend delegated financial powers to the Financial Officer:
1. Petty cash items, eg stamps, stationery etc., up to £20/month.
 2. Approval of minor grounds maintenance expenses eg clearance of an overgrown footpath, extra sweeping of tennis courts etc., up to £75/month.
- To note that delegated powers are already in place for the Financial Officer and the Chairman of the Council to approve work costing less than £750 in accordance with the budget. In an emergency, work may be approved whether in the budget or not.

- F06/07.12 Financial implications of new website.

P Raymond
Clerk/Responsible Financial Officer
01424 870508

13 June 2006