



Sedlescombe Parish Council

Meeting of the Finance Committee

on Tuesday 24th April 2018 at 7pm in Committee Room 2 of Sedlescombe Village Hall

Prior to the Full Council Meeting

Finance Committee Agenda

Signed: *Carol Hodgson*

Clerk to Sedlescombe Parish Council

075 310 654 69 / clerk@sedlescombe.org.uk

Item	Agenda Item (F17.)																																																																						
40.	Apologies																																																																						
41.	Interests in items on the agenda																																																																						
42.	Written requests for dispensation																																																																						
43.	Public participation session re matters on the Agenda at the Chairman's discretion																																																																						
44.	To approve the minutes of the Finance Committee Meeting on <u>16th January 2018</u>																																																																						
45.	<p>If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</p> <p>'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'</p>																																																																						
46.	<p>Finance and Audit</p> <p>1. To receive the monthly statement of accounts to <u>31-Mar-18</u> and transactions</p> <p>2. To receive the bank reconciliation to <u>31-Mar-18</u></p> <p>3. To approve and sign the following cheques:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">a.</td> <td style="width: 60%;">ESALC Ltd</td> <td style="width: 20%;">ESALC Subscription 2018/19</td> <td style="width: 10%; text-align: right;">£362.13</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td>NALC Subscription 2018/19</td> <td style="text-align: right;">£ 81.77</td> <td style="text-align: right;">£443.90</td> </tr> <tr> <td>b.</td> <td>Sedlescombe Village Hall</td> <td>March Room Hire</td> <td></td> <td style="text-align: right;">£ 12.00</td> </tr> <tr> <td>c.</td> <td>Fastprint & Design Ltd</td> <td>750 A5 40pp Annual Directories</td> <td style="text-align: right;">£505.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>1000 Consent Forms</td> <td style="text-align: right;">£ 90.00</td> <td style="text-align: right;">£595.00</td> </tr> <tr> <td>d.</td> <td>G Burley and Sons Ltd</td> <td>Grounds Maintenance Mar-18</td> <td></td> <td style="text-align: right;">£265.00</td> </tr> <tr> <td>e.</td> <td>Groundwork UK</td> <td>Repayment of NHP grant underspend</td> <td></td> <td style="text-align: right;">£344.32</td> </tr> <tr> <td>f.</td> <td>Information Commissioner</td> <td>Annual Data Protection Regn.</td> <td></td> <td style="text-align: right;">£ 35.00</td> </tr> <tr> <td>g.</td> <td>Mr. R. Chapman</td> <td>Repair of Dog Bin</td> <td></td> <td style="text-align: right;">£ 30.00</td> </tr> <tr> <td>h.</td> <td>Mrs. C. Hodgson</td> <td>HMRC Quarterly PAYE Jan-Mar18</td> <td style="text-align: right;">£1063.03</td> <td></td> </tr> <tr> <td></td> <td></td> <td>20 x 2nd class stamps</td> <td style="text-align: right;">£ 11.60</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Maint. of Offices Jan – Mar18</td> <td style="text-align: right;">£ 50.00</td> <td style="text-align: right;">£1124.63</td> </tr> </table> <p>4. To approve the following standing orders:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">a.</td> <td style="width: 60%;">Mrs. C. Hodgson</td> <td style="width: 20%;">Salary Apr-18</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">£1200.00</td> </tr> <tr> <td>b.</td> <td>SmartPension</td> <td>Clerk Pension Contribution EEs / ERs Mar-18</td> <td></td> <td style="text-align: right;">£113.50</td> </tr> </table> <p>5. To carry out a review of the effectiveness of the system of <u>internal control</u></p>	a.	ESALC Ltd	ESALC Subscription 2018/19	£362.13				NALC Subscription 2018/19	£ 81.77	£443.90	b.	Sedlescombe Village Hall	March Room Hire		£ 12.00	c.	Fastprint & Design Ltd	750 A5 40pp Annual Directories	£505.00				1000 Consent Forms	£ 90.00	£595.00	d.	G Burley and Sons Ltd	Grounds Maintenance Mar-18		£265.00	e.	Groundwork UK	Repayment of NHP grant underspend		£344.32	f.	Information Commissioner	Annual Data Protection Regn.		£ 35.00	g.	Mr. R. Chapman	Repair of Dog Bin		£ 30.00	h.	Mrs. C. Hodgson	HMRC Quarterly PAYE Jan-Mar18	£1063.03				20 x 2 nd class stamps	£ 11.60				Maint. of Offices Jan – Mar18	£ 50.00	£1124.63	a.	Mrs. C. Hodgson	Salary Apr-18		£1200.00	b.	SmartPension	Clerk Pension Contribution EEs / ERs Mar-18		£113.50
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47.	To consider and receive quotes for replacing Parish Council's website																																																																						
48.	<p>To consider a request for financial support from Sedlescombe Village Hall Management Committee to install the Defibrillator Unit to the Village Hall.</p> <p>The Defibrillator Unit has been relocated from the Brickwall Hotel to The Village Hall. The SVHMC has paid for and had an electrical supply installed for the Defibrillator. They are now appealing to Village Hall users for a contribution towards the £250+ cost to pay for the purchase of the box and the next battery.</p>																																																																						
49.	<p>To consider and receive quotes for East View Terrace Kickabout</p> <p>a. Replacement chain link fence</p> <p>b. Tree works</p>																																																																						
50.	<p>Reports & Questions</p> <p>To receive reports and questions from Members in brief, including items for next agenda.</p>																																																																						