



FRIDAYTHORPE PARISH COUNCIL

fridaythorpecouncil@gmail.com

FINANCE COMMITTEE

WEDNESDAY 2 MARCH 2016, 7.15PM

ABN OFFICES, THIXENDALE ROAD

MINUTES

Attendance:

Cllr D. Scullane (DS)

Cllr B. O'Donnell (BOD)

Cllr K. Falkingham (KF)

Others:

Glynis Rees

Sue Halfpenny

Kerry Noakes

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| AF001 | Welcome and apologies DS opened the meeting and thanked members for attending the committee. | No action |
| AF002 | Confirmation of membership and terms of reference DS self-nominated for chair. KF seconded. DS confirmed that due to Clerk resignation, the meeting would have to be minuted internally. BOD self-nominated for minute-taker. DS seconded. DS proposed document number 100 - rules of guidance. KF seconded. | No action |
| AF003 | Preparation of accounts DS confirmed accounts are healthy with a last reported balance of over £10,000. DS stressed the need for proper planned expenditure for 2016/17 to avoid sanction. DS confirmed the status of accounts is slightly "in flux" as the departure of the clerk has left a void with the position of the Responsible Financial Officer. BOD was proposed by DS to take on the role of RFO and KF seconded. | BOD now RFO |



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| AF004 | <p>Financial planning for 2016/17 and 2017/18</p> <p>DS proposed the following expenditure which was seconded by BOD & KF at the following points (unless otherwise stated)</p> <p>£1000 – noticeboards (KF) £2500 – parish clerk role (BOD) £350 – ERNLLCA membership (BOD) c.£18 – Alison Spencer for defibrillator power supply (BOD) c.£18 – Seaways Café for defibrillator power supply (BOD) £1110 – MJ Thompson for grass-cutting (BOD) £120 – St Mary’s Church for usage during the year (KF) £100 – pondside planting (KF proposed & DS seconded) £36 – audit costs (BOD) £280 – Fridaythorpe Frontier production costs (BOD) £120 – village shelter glass cleaning (KF) £350 – Parish Council insurance (KF) £300 – Members & employees expenses (BOD) £750 – S137 expenditure (BOD) £500 – miscellaneous expenditure (BOD)</p> | DS to confirm in a budget sheet and publish on website |
| AF005 | <p>Confirmation of Finance documents</p> <p>Documents numbered 002, 101, 102, 103 & 104 were proposed by DS and seconded by BOD.</p> | Chair |
| AF006 | <p>Approval for immediate expenditure</p> <p>DS submitted a claim for £86.30 for expenses relating to Land Registry fees, purchase of ID badges and printing costs. BOD questioned DS on the claims made and BOD & KF discussed. DS excluded himself from the discussion and ensured he did not countersign any document. Expenses approved.</p> <p>DS proposed £10 monthly expenditure for window cleaning and Cllr Sue Halfpenny needed refunding for the £10.00 spent on the first month. BOD approved, if Cllr Halfpenny submits a claim form.</p> <p>DS proposed the expenditure of £304.80 to Greenbarnes Ltd be approved for a new noticeboard. KF seconded.</p> <p>DS proposed the expenditure of £259.40 & £59.40 to Greenfingers (Pocklington) be approved for gardening work carried out by the village shelter and pond. KF seconded.</p> <p>DS proposed the expenditure of c.£300.00 for ERNLLCA</p> | <p>DS to write cheque</p> <p>2</p> <p>3</p> <p>4, 5</p> <p>6</p> |



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| | <p>membership be paid when invoiced (if before next meeting) for annual membership. BOD seconded.</p> <p>DS proposed the expenditure of c.£120.00 for ERNLLCA Advanced Chairmanship Training be approved when invoiced. BOD seconded.</p> <p>DS proposed confirmation of the Clerk's final salary payment at around £723 gross be approved with holiday pay dating back to 1 April 2014 also paid when amount is confirmed. DS to seek payroll advice to ensure correct amount is paid to the Clerk and HMRC. BOD seconded subject to DS researching the information in full and gaining accurate numbers to ensure HMRC are paid correctly.</p> | <p>7</p> <p>DS to ensure accuracy and make payments</p> |
| AF007 | <p>Review of Barclays bank</p> <p>DS proposed that Barclays Bank be removed as the bank of choice for the council in favour of the Co-Operative bank. DS also countered that though the Co-Op Bank is a politically linked bank that this does not compromise the political neutrality the Parish Council currently enjoys.</p> <p>KF seconded the motion to switch banks.</p> | <p>Chair</p> <p>DS to arrange papers to transfer banks</p> |
| AF008 | <p>Any other urgent business</p> <p>DS would like to thank the Clerk for her 22 months of dedicated service to the council and wished her well for the future. KF & BOD agreed as did other members in attendance.</p> | <p>Chair</p> |
| AF009 | <p>Confirmation of actions and next meeting dates</p> <p>Actions as detailed to be carried out before 31 March 2016 Next Finance Meeting is June 2016.</p> | <p>Chair</p> |