

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF TAPLOW PARISH COUNCIL HELD ON 16th MAY 2014 AT 1.30 P.M AT LISSIAM LODGE MILL LANE TAPLOW

Present

Cllr. John Bamberg (Chairman) Cllr. George Sandy

Cllr. Iris Midlane Cllr. Euan Felton

Mrs. Hilda Holder –Clerk

The Chairman declared the meeting open at 1.30pm.

FC/11/14 Apologies for absence and declarations of interest

Apologies had been received from Cllr. Rachel Gainey - Corcoran and Cllr. John Kennedy. There were no declarations of interest.

FC/12/14 To approve minutes of the meeting held on 10th January 2014

These were approved and signed by the Chairman.

FC/13/14 Matters arising from the previous minutes

The Clerk had taken advice on investments and there seemed no reason to stop the Council making prudent investments where it wished to. Cllrs. Sandy and Bamberg would make further enquiries and advise the Clerk where and how much to invest and the Clerk would obtain the necessary mandates. It was agreed that enough monies should be retained in the current Lloyd bank accounts to enable the day to day running of the Council.

FC/14/14 To consider obtaining a new sign for the village green and the village hall

A quote of £550 plus vat had been obtained from Lillyfee for a new wooden sign for the village green. Cllr. Sandy advised that he disliked the title 'village centre' and would like to see a new hand carved oak sign for the hall saying 'Village Hall'. It was agreed that these would be beneficial additions to the area but should be considered under the legacy considerations.

FC/15/14 To review accounts for year to 31st March 2014

15.1 The Chairman presented the accounts for the year to 31st March 2014 and commented that there had been a serious overspend over budget owing to the conversion of streetlights to LEDs, the website and increased expenditure on village green maintenance which the Clerk believed may have been due to the expenditure on trees. It was agreed that the Clerk should ensure that if it appeared that a budget overspend was likely or had happened then this should be immediately brought to the attention of the Finance Committee Chairman.

15.2 It was agreed to approve the draft accounts and recommend them to Full Council for approval together with the draft Annual Return.

FC/16/14 To consider issues raised by the internal auditor

The internal auditor had commented that:-

16.1 Expenditure should only be made against budgeted items. This was agreed and the Clerk should raise potential overspending with the Finance Committee Chairman.

16.2 Minutes of the Annual Parish Meeting should be signed at the next ordinary meeting. This was agreed.

16.3 The Parish Council should create a reserve for the Land Securities monies to be called '(Community Projects) Donation' to avoid an excessively large General Fund

Balance. This was agreed.

FC/17/14 To review constitutional documents

17.1 The Clerk had revised the Asset Register to include the revised valuations for the village hall and barn. This was approved

17.2 The Clerk was aware that NALC had introduced new financial regulations which now included something about internet banking. The Clerk was asked to circulate the draft financial regulations

17.3 The Clerk proposed no alterations to the Standing Orders or Risk assessment documents. This was agreed.

FC/18/14 Any other business

18.1 The Clerk had obtained a quote from ADT to fit a new intruder alarm system as they claimed that a new entry panel (which was very worn out) was an obsolete part. The quote was for £1504.72 plus £180 annual maintenance. The Clerk was asked to obtain another quote.

18.2 The Clerk had obtained a quote for £117 plus VAT to get a new front cover for the fire alarm panel. It was agreed to proceed with this as an emergency.

18.3 The Open Spaces Society had asked for a donation. It was agreed to provide £25.

FC/19/14 Date and time of next meeting and items for the next meeting

The next Finance Committee Meeting would be on 10th October 2014 at 1.30pm at Lissiam Lodge Mill Lane Taplow SL6 0AG.

The meeting closed at 2.54pm.

This concludes the Minutes