

**Minutes of the Finance & Administration Committee meeting held on Monday 10th November 2014 at 8.37pm
in the Bowls Pavilion**

Present: HM Smith (chair) JE Coston RJ Farrington I Tyes RT Summerfield IF May
D Geasor

1. Apologies

None

2. Declarations of interest and dispensations:

a) To receive declarations of interest from councillors on items on the agenda –

Item 5: JEC (personal)

b) To receive written requests for dispensations for disclosable pecuniary interests (if any).

None

c) To grant any requests for dispensation as appropriate

None

3. Approval of Minutes:

The Minutes of the 20th October 2014 Finance & Administration Committee meeting were approved and signed.

4. Matters arising:

Item 4 from 20th October 2014 Finance & Administration Committee meeting: Santander Bank statement was received and account was reconciled.

HMS noted that she had taken care of the immediate financial issues in the Clerk's absence and reorganized the invoices. Recoding of invoice categories still outstanding.

Review of Financial Regulations for December parish council meeting to be deferred until staffing issues are resolved. Noted that Responsible Financial Officer (RFO) and Clerk could potentially be two different people.

JEC thanked HMS for all her hard work in the Clerk's absence.

5. Bills for Payment and Money Received:

Received VAT rebate for April-June 2014. Money received corresponds to Receipt Book.

It was **AGREED (propose RTS/second RJF)**

**to pay bills dated 6th October – 10th November 2014: Payment vouchers 161-203;
Receipt vouchers 46-64**

6. Unity Bank application:

10 councillors have signed application. HMS will fill in remaining information required and send off.

7. Urgent extra matter:

Shawbrook 1 Year Bond due to mature on 17th November 2014. Roll-over interest rate is 1.5%.

It was **AGREED (propose HMS/second RTS)**

to roll-over bond at 1.5%

8. Date of next meeting:

Monday 19th January 2015.

Meeting closed at 9.04pm .

Signed.....

Date.....