

Parish Council of Balsall

Minutes of the Balsall Finance Committee Meeting held on Wednesday 24th September 2014 at 7.00pm at the Westlake Room, Village Hall, Station Road, Balsall Common

Present

Cllr Raymond Ritchie (Chair) ,Cllr Judy Lea, Cllr Richard Lloyd and no members of the public

Headings are those set out on the Agenda

1. Apologies

Cllr Peter Lea, Cllr Peter Trend, Cllr Marie-Louise Marsden, Cllr Liz Macdonald and Cllr Douglas Money

2. Declarations of Interest

None

3. To approve as a correct record the Minutes of the Finance Committee Meeting on 20th May 2013

RESOLVED

The Minutes are approved and Chair signed these as a true record

4. Matters arising from the Minutes

None

5. Public Participation

No members of the public were present

6. Budget – To consider Budget and review

Clerk circulated the Final spend for 2013/2014. This document had been sent to Councillors over the summer. A copy of the document is attached to the Minutes. Councillors went through the figures and noted the areas of expenditure that exceeded the amount budgeted. This mainly related to Chadwick End. These areas of responsibility had now been transferred to Chadwick End. The Administration figure was higher due to the new office costs. The cost for the Xmas lights was also higher due to the installation of the tree pit and cost of purchasing lights for the new tree. This cost will not be repeated next year but needs to be looked at in the future.

The Clerk then circulated the schedule of expenditure against budget for 2014/2015. A copy is attached to these Minutes. The Clerk confirmed that Insurance costs were lower than budgeted. However, we have now received initial costing for the Xmas lights and this is expected to be in the region of £6,000 so this is higher than budgeted. Councillors went through the figures and noted the areas of expenditure.

7. Reconciliations – To sign off bank reconciliations and review income and expenditure to date

The bank reconciliations were reviewed and considered. These were approved and signed by the Chair. A copy is attached to these Minutes. It was noted that there are a number of very old payments that have not cleared the bank account. The Clerk confirmed that she would be investigating these items.

8. Audit – To review internal controls and to agree to appoint Diane Malley as Internal Auditor and to carry out an interim internal Audit

Clerk confirmed details of Diane Malley's hourly rate at £15.00 per hour. It was agreed that this is approved but the overall spend is capped at £200.00

9. CCTV – To agree way forward for upgrade/replace CCTV system

Clerk advised that she has spoken to the Police and an alarm company. A meeting is suggested to take place with the Police and Councillors to finalise the requirements and for quotations to be received. It was agreed that Cllr Judy Lea and Cllr Raymond Ritchie meet with the Police.

10. Date for next meeting – The date for the next Finance meeting is to be held on Wednesday 7th January 2015

There being no further business the Chair thanked everyone for attending and closed the meeting at 8.15pm

Signed..... Dated.....

Cllr Raymond Ritchie

Chair

Balsall Parish Council Finance Committee