

**Minutes of Finance Committee Meeting**  
Held at the Court House, Stradbroke  
Monday, 18<sup>th</sup> November 2019 starting at 7.30pm

Present: Jeremy Fox (Chair), Pam Cane, James Hargrave, Maureen John, Toni Wisbey

In attendance: Odile Wladon (Clerk), 2 members of the public

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| <b>FC.19.11.1</b> | The Chair welcomed all to the meeting.   |
| <b>FC.19.11.2</b> | <b>Absences</b><br>There were no absences to note.   |
| <b>FC.19.11.3</b> | <b>Declarations of interest</b><br>Local Non-Pecuniary Interests declared: PC/Good Neighbours<br><br>There were no Pecuniary Interests declared  |
| <b>FC.19.11.4</b> | <b>Minutes of meeting held 8<sup>th</sup> October 2019</b><br>Councillors approved the minutes of the meeting held 8 <sup>th</sup> October 2019 as a true record of the business conducted.  |
| <b>FC.19.11.5</b> | <b>Public Forum</b><br>A member of the public asked for clarification on the Parish Plan project included in the draft budget.<br>What is its remit?<br>What is being produced?<br>When will it be completed?<br><br>A request will be made to the working party to submit a report explaining the project more clearly for the next Parish Council meeting.   |
| <b>FC.19.11.6</b> | <b>Financial Regulations</b><br>Cllrs reviewed amendments to the Financial Regulations as follows:<br><i>Revision to 11.1 a.ii Clarifying disapplication of contract regulations to legal professionals limited to those <b>acting in disputes</b> only – not general work.</i><br><i>Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b</i><br><i>Minor change to heading Regulation 12</i><br>The revised policy will be proposed for approval at the next Parish Council meeting. |
| <b>FC.19.11.7</b> | <b>Project Proposal Form</b><br>The Finance Committee noted that this form will allow Councillors to submit proposals to the Parish Council for review at an early stage. The form is designed in such a way to give a “one page” view of any proposed project and its objectives to allow Councillors to reach an informed decision when  |

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|                   | <p>considering new projects.<br/>The Finance Committee reviewed and approved the form for submission to the Parish Council for approval.</p>  |
| <b>FC.19.11.8</b> | <p><b>Budget 2020/21</b><br/>Cllrs reviewed the draft budget prepared by the Clerk.<br/>Each budget line was reviewed.<br/>Cllrs approved a draft for submission to the full Council.</p> <p>The draft budget includes:</p> <ol style="list-style-type: none"> <li>a. The recommendations from the Personnel Cttee following the benchmarking exercise.</li> <li>b. The figures from the quote from Hammond Garden Services for the grass cutting were included.</li> <li>c. A revised figure of £600 was included for the Cricket Club for the grass cutting at the playing field.</li> <li>d. Recommendation that the full Council review the proposals for additional budget items; ie Floral Displays, Fitness Track, Permissive Path and any possible costs for the Parish Plan. And include any approved expenditure to the budget before final approval.</li> </ol> <p>A full report of the assumptions included in the production of the budget will be submitted for the December 2019 Parish Council meeting.</p> |
| <b>FC.19.11.9</b> | <p><b>Date of next meeting:</b> 27<sup>th</sup> January 2020 @ 7pm.</p>   |

**Meeting closed at: 9.20pm**

Signed: \_\_\_\_\_