



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 19 June 2019 at 7.30pm
in the Ellendune Community Centre

Present Cllr L Campisano
Cllr C Clark
Cllr J Hewer
Cllr H Hodd
Cllr G Overbury

Clerk Emma Freemantle (Deputy Clerk)

FGP/010 **Apologies**
Apologies were received from Cllr A Richards.

FGP/011 **Declarations of Interest & Applications for Dispensation**
There were no declarations of interest nor applications for dispensation.

FGP/012 **Public Questions**
There were no members of the public present.

FGP/013 **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting held on 15 May 2019.

FGP/014 **Payment Schedule for June 2019**
Members **RESOLVED** to approve the Payment Schedule for June 2019, a copy of which appears as Appendix A in the Minute Book.

FGP/015 **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for May 2019, a copy of which appears as Appendix B in the Minute Book.

Discussions took place over Professional Fee's expenditure code 4900/100, the Deputy Clerk confirmed this related to the recent architect fees for SWA Architects which was then spent out of Earmarked Reserves.

Action: To now include additional Professional fees expenditure lines for reporting purposes with specific headings. This will allow the professional fees to be allocated to their correct project area.

FGP/016 **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for April 2019 and May 2019, copies of which appear as Appendix C in the Minute Book.

FGP/017

Internal Audit

Members **NOTED** the report of the Internal Auditor for the period of January 2019 to March 2019, a copy of which appears as Appendix D in the Minute Book.

Discussions took place over the recommendation within the report of the Internal Auditor. The report suggests the need for an explanation to any variances totalling over 15% between the 2017/18 and 2018/19 and this is to be sent alongside the annual return to the external auditor.

Action: The Clerk to clarify the recommendation as mentioned above and circulate a response via email to the Finance and General Purposes Committee.

FGP/018

Review of Funds

Members **NOTED** the report of the Clerk regarding the review of earmarked funds, a copy of which appears as Appendix E in the Minute Book.

Members **RESOLVED** to approve the recommendations within the report.

FGP/019

Parish Office Rent/Lease

Members **RESOLVED** to contribute £325.00 to The Ellendune Hall Trust to instruct an agent to advise on rents and lease for the Parish Office.

FGP/020

Living Wage

Members **RESOLVED** to register as a living wage employer, (an information leaflet appears as Appendix F in the Minute Book) at a cost of £60.00 per annum.

Action: Deputy Clerk to confirm that all staff are paid at least the Living Wage and that any signage relating to the “Living Wage” organisation should be positioned carefully within the Ellendune Centre.

FGP/021

Newsletter

Members **RESOLVED** to approve the annual newsletter with amendments as per Appendix G in the Minute Book.

Action: Deputy Clerk to investigate costs of appointing a professional distribution company for the delivery of all newsletters and report back to the Finance & General Purposes Committee via email.

FGP/022

Women In Property

Members **RESOLVED** to retrospectively approve the payment of £45.00 to The Association of Women in Property for Cllr C Clark, Cllr H Dosanjh and the Deputy Clerk to attend the Women in Property event.

(100/4700 councillor's expenses, £50.00 available).

FGP/023

Union Flag

Members **RESOLVED** to approve a budget of up to £50.00 to purchase a replacement union flag.

(100/4900 miscellaneous expenditure, £50.00 available)

Action: Deputy Clerk to investigate costs of a red ensign flag.

The meeting closed at 8.32pm

Signed.....

Date.....

Chairman of the Council