

**SHADWELL PARISH COUNCIL
FINANCIAL COMMITTEE**

**Minutes of Financial Committee Meeting held on
Monday 4th January 2016 in Recreational Centre at 6.30 pm**

Committee Members: Debbie Potter - Chairman (DP)
Norman Taylor (NT)
Geoff Turnbull (GT)
Ted Vickerman (TV)
Geoffrey Wilson (GW)

In attendance: Lesley Hoff (Clerk)
There were no members of the public present.

1. The Chairman opened the meeting at 19.12pm. There were no apologies for absence
2. **Declaration of Disclosable Pecuniary Interests** – There were no interests to declare
3. **Minutes** – The minutes from the meeting on 8th June 2015 were held over to be signed at the next meeting of the Committee, as not enough members present from that meeting. GT proposed that the minutes from the meeting on 26th October 2015 be signed. This was seconded by DP and agreed unanimously by all who had been present.
4. **Clerk's Report from last meeting** – The Clerk reported that she had contacted the payroll provider and that on its advice was moving over to monthly pay with effect from January 2016.
5. **Quarter 3 Budget and Accounts** – The budget was studied and some amendments made. The Clerk stated that she would send out the corrected budget to all Councillors. It was predicted that the budget would be £4000 over at the end of the financial year.
6. **Increase in grants** – GT proposed that grants of up to £250 be considered, with the Parish Council reserving the right to grant more, in exceptional circumstances. Larger amounts to be considered on an individual basis by contacting the Clerk. This was seconded by GW and agreed unanimously.
RESOLVED: to consider grants of up to £250 with larger amounts being considered on an individual basis.
7. **Proposed Budget 2016/2017 and Precept**– GT proposed the precept for the year 2016/2017 be £35,000. This was seconded by GW and agreed unanimously. This recommendation would be taken to full Council.
RESOLVED: to recommend a precept of £35,000 for the year 2016/2017 to full Council
8. **Publishing budget** – Following a brief discussion, it was agreed that the budget, with text, should be published in the summer newsletter.
9. **Payroll Charges – Auto Enrolment** – It was noted that fee for auto-enrolment would be £60
10. **Annual Review of Financial Regulations and Terms of Reference** – DP agreed to review the Terms of Reference. The Financial regulations would be reviewed later in the year with the Standing Orders.
11. **Urgent matters raised by Committee Members not included on the agenda** –
There were no urgent items from either Councillor present.

The Chairman closed the meeting at 8.10pm

The next Finance Committee meeting will be on 25th April 2016.

Signed.....Chairman Date.....