

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT THE COMMUNITY
CENTRE, CALEDON RD, ON WEDNESDAY 18 MAY 2016, 6.30hr**

MINUTE NO	DETAIL	ACTION
	<p>PRESENT: Councillors D Gordon (Chair) M MacMillan, H Pakenham, J. Hopkins</p> <p>IN ATTENDANCE Irene Casper – Clerk</p>	
1	<p>DECLARATIONS OF INTEREST</p> <p>None declared - any declarations will be given if they arise through the meeting.</p>	
2	<p>Apologies</p> <p>Apologies were received from Councillor J Quagliozi (personal)</p>	
3	<p>MINUTES</p> <p>The minutes of the Finance Committee held on 21 April 2016, which had been previously circulated were approved and signed by the Chairman as a true record of that meeting.</p>	
4.	<p>MATTERS ARISING</p> <p>It was noted that the Credit Union Bank is still looking for a volunteer and the Parish Council is assisting in this search.</p> <p>It was noted that a meeting had been held with a Festive Lighting Company regarding Christmas Lights at Haseldine Road, quotations are awaited.</p>	
5	<p>QUOTATIONS</p>	

	<p>Members reviewed quotations received for</p> <ul style="list-style-type: none"> a) Upgrade the electricity supply at Morris Way pavilion. b) Hanging Baskets – a quotation had been received but before any quotation is accepted it was agreed to <ul style="list-style-type: none"> i) Check details with our insurance company ii) Seek quotations for new brackets. <p>Proposed and resolved that the quotation of £630.00 from DS Property Solutions to upgrade the electricity supply at Morris Way pavilion is approved and accepted.</p>	<p>CLERK</p>
<p>6</p>	<p>Internal Auditors Report</p> <p>The Internal auditor had inspected the finances on 17 May, his final reported has not yet been received.</p> <p>London Colney Parish Council's Financial Regulations Members reviewed the Financial Regulations.</p> <p>Proposed and resolved that LCPC's Financial Regulations comply with EU requirements for advertising contracts in excess of £25,000.00.</p> <p>New wording for LCPC Financial Regulation 11.1 (b): Where it is intended to enter into a contract which is valued <i>at £25,000 or more in value (in compliance with the relevant requirements of the Regulations (The Public Contracts Regulations 2015))</i> for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as set out in paragraph (a) the Clerk shall invite tenders for at least three firms to be taken from the appropriate approved list.</p> <p>11.1(f) If less than three tenders are received for contracts <i>at or above £25,000</i> or if all the tenders</p>	<p style="text-align: center;">CLERK</p> <p style="text-align: center;">CLERK</p>

	<p>are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.</p> <p>(h) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £250 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply</p>	
7	<p>Annual Return for the Financial Year ended 31 March 2016</p> <p>Members reviewed the annual return for the financial year ended 31 March 2016. It was noted that the Internal Auditor has agreed the figures and signed section 4. Sections 1 and 2 will be put before the Parish Council for approval at its meeting on 3 June 2016.</p>	
8	<p>Bar Auditor's Report's</p> <p>The following reports were reviewed:</p> <p>a) Interim Stock Check The Interim Stock Check was reviewed and the contents noted. It was agreed that a bar stock would take place every quarter. It was agreed that the bookkeeper would provide an explanation of the adjusted GP%.</p> <p>b) End of Year Report – 1 April 2016 Members reviewed the report It was agreed that bar prices will be reviewed at the next meeting of this committee. A GP of 50% on the sale of wine was agreed. The report was received and noted.</p> <p><i>Cllr. Hopkins left the meeting 7.15pm.</i></p>	<p>Bookkeeper</p> <p>CLERK</p>

<p>9</p>	<p>Tennis Courts and Hertfordshire Health Walks</p> <p>a) Tennis Courts The Tennis Court refurbishment at Morris Way is 90% completed, the line marking and nets will be in place in a few weeks' time.</p> <p>Members agreed in principle to organise an opening of the courts the week before the schools break up for summer with a tennis professional and that LCPC provides coaching sessions during the summer. For children up to 12 and over 12.</p> <p>b) Hertfordshire Health Walks Members discussed instigating Health Walks in London Colney. It was agreed to write to Maria Cutler SADC for information on team leaders and how to put them through training.</p> <p>Proposed and resolved to recommend to Full Council:</p> <p>a) To agree in principle to support an opening event and tennis coaching during the summer at Morris Way Tennis Courts with funds of up to £2000.00 from reserves.</p> <p>b) To agree in principle to fund training of team leaders for Health Walks with up to £2000.00 from reserves.</p>	
<p>10.</p>	<p>NEXT MEETING</p> <p>The next committee meeting will take place on 13 July 2016, 6.30pm</p>	
<p>11.</p>	<p>CLOSE</p> <p>The Chairman closed the meeting at 7.25hr.</p>	

