

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT THE COMMUNITY  
CENTRE, CALEDON RD, ON THURSDAY 25 AUGUST 2016, 3.00Pm**

MINUTE NO	DETAIL	ACTION
	<p><b>PRESENT:</b> Councillors D Gordon (Chair) M MacMillan, H Pakenham, J. Hopkins</p> <p><b>IN ATTENDANCE</b> Irene Casper – Clerk</p>	
1	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Gordon declared a non-pecuniary interest in item 5, a member of her family rents an allotment plot from the parish council.</p>	
2	<p><b>Apologies</b></p> <p>Apologies were received from Councillor J Quagliozi (personal)</p>	
3	<p><b>MINUTES</b></p> <p>The minutes of the Finance Committee held on 1 July 2016, which had been previously circulated were approved and signed by the Chairman as a true record of that meeting.</p>	
4.	<p><b>MATTERS ARISING</b></p> <p>There were no matter arising.</p>	
5	<p><b>QUOTATIONS</b></p> <p><b>Rabbit Fencing at Glebe Allotment Field</b> Further quotations had been sought for the rabbit fencing because the original firm could not start the work until October.</p>	

A quotation for £3105.00 was accepted, which is £505.00 above the amount originally agreed.

The Finance Committee agreed to finance £505.00 from balances to cover this cost.

### **Annual Insurance Policy**

Three quotations for LCPC's annual insurance premium were put before members for consideration.

**Proposed and resolved to recommend to Full Council that the recommendation of the insurance brokers to accept the quotation from Hiscox of £4291.24 inclusive of insurance premium tax for the annual insurance premium is agreed. This is a one year agreement.**

### **Fuel Cards**

Members reviewed details of a potential fuel card for use by the grounds and maintenance team.

**Proposed and resolved to recommend to full council that two cards are purchased at a cost of £32 (£16 per card) for one year.**

### **Skip and Labour at Shenley Allotments**

It was agreed to hire a skip at a cost of £340.00 to assist in the removal of rubbish.

It was agreed to ascertain if the groundstaff would take on the clearance task as overtime up to a cost of £100, otherwise casual labour will be sought.

Members agreed that a full breakdown of income and expenditure on the allotment fields, including staff time, would be put before the committee at their next meeting and the allotment rental charges reviewed.

### **Newspaper Advertising**

It was agreed that sufficient funding be taken from reserves, up to a total of £800.00 to fund a job advertisement for a part time chef in the local newspaper.

### **External Audit Report**

The Clerk reported that the report for the year ending 21/03/16 has been received from the External Auditor BDO. The report states that the information in the annual return is in accordance

	<p>with proper practices and there are no issues that need attention.</p> <p>The Chairman proposed that thanks be formally expressed to staff, particularly Jean for all hard work resulting in our satisfactory external auditors' report. Agreed.</p>	
<b>6</b>	<p><b>NEXT MEETING</b></p> <p>It was provisionally agree that the next meeting will be on 11<sup>th</sup> October, the Clerk is to contact Councillor Quagliozi to agree a start time for the meeting.</p>	
<b>7</b>	<p><b>CLOSE</b></p> <p>The Chairman closed the meeting at 3.37pm.</p>	