

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT THE COMMUNITY
CENTRE, CALEDON RD, ON WEDNESDAY 3 FEBRUARY 2016, 18.30hr**

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>Any declaration will be given if the arise.</p>	
2	<p>Apologies</p> <p>Apologies were received from Councillor J Quaglioizzi (personal)</p>	
3	<p>MINUTES</p> <p>The minutes of the Finance Committee held on 1 December 2015, 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>Members reviewed matters arising from the minutes of the meeting of 1 December 2015.</p> <p>a) It was noted that the Parish Council approved the budget for 2016 / 2017 at its meeting in January and a request for a precept of £234,160 has been submitted to SADC.</p> <p>b) I was noted that the £500 grant awarded to the Base will be paid on Friday. It was agreed that the Base can use the Parish Council address as c/o their mail.</p>	

	<p>Post will be collected and signed for by Councillor Gordon.</p>	
5.	<p>QUOTATIONS</p> <p>Members reviewed quotations received:</p> <p>a) To date one quotation has been received for new curtains in the lounge bar, another firm is visiting the site on Wednesday 10 to measure up and give a quotation. The figures will be circulated to committee members. The Clerk will circulate the cost of the hall curtains to members. It was agreed that a schedule of works will be drawn up for maintenance of the Caledon Centre.</p> <p>b) To date one quotation has been received for the deep clean of the kitchen, a firm visited the site on Friday 29 February and we are awaiting that quotation which will be circulated to committee members.</p>	
6.	<p>Hire charges at the Caledon Community Centre, Napsbury Pavilion and Morris Way Pavilion.</p> <p>Members reviewed the hire charges for the Caledon Community Centre, Napsbury Pavilion and Morris Way pavilion.</p> <p>Proposed and resolved to recommend to Full Council that the hire charge for the Lounge Bar in the Caledon Community Centre after 6pm on a Friday, Saturday and Sunday is £20 per hour for non-commercial hirers and £30 for commercial hirers.</p> <p>It was agreed to leave the charges for the Napsbury and Morris Way pavilions unchanged.</p> <p>Members agreed that the new style booking form is much more user friendly.</p>	

<p>7.</p>	<p>Bank Debit Card and cheque Signatories</p> <p>Members reviewed:</p> <ul style="list-style-type: none"> i) Arrangement of a bank debit card for use by the Clerk. ii) Cheque signatories for LCPC. <p>Proposed and resolved to recommend to Full Council that:</p> <ul style="list-style-type: none"> a) The Clerk has use of a bank debit card from the Co Operative bank account for purchases for and on behalf of LCPC. b) The following councillors are to be cheque signatories: Councillor D Gordon Councillor H Pakenham Councillor M MacMillan Councillor N Mahony. <p>Card Payments</p> <p>At the moment card payments are not accepted in the bar or office. After discussion members agreed that there were not enough payments to warrant the outlay of a card machine and the ongoing charges.</p> <p>Proposed and resolved to recommend to Full Council that signage is displayed in the bars at the Caledon Centre and on the booking forms that ‘credit / debit card payments are not accepted’.</p>	
<p>8</p>	<p>Finance</p> <p>Councillor Gordon presented the latest financial figures to the committee.</p> <p>Members reviewed line by line:</p> <ul style="list-style-type: none"> a) To note Income against expenditure since the last Parish Council meeting <p>Members reviewed and noted the income and expenditure since the last Parish Council meeting</p>	

	<p>b) To note income and expenditure against budget to date Members reviewed and noted income and expenditure against the 2015 / 2016 budget to date</p> <p>Proposed and resolved to recommend to full council</p> <p>a) Monies from reserves are moved into the utilities budget line to cover the overspend.</p> <p>b) The rental charges for the NHS for offices in the Caledon Community Centre is increased by £5 per week</p> <p>c) £1000.00 from the bar supplies budget is moved to the events budget for the St Patrick’s Day event in the Music Festival week.</p> <p>It was agreed that the Clerk informs members how much advertising revenue we receive from each issue of the London Colney News.</p> <p>It was agreed that the Income section on the Administration and Civic section is shown on a separate page.</p> <p>The Clerk noted items within the report that need a more in depth explanation and will inform the bookkeeper of these.</p>	
<p>9.</p>	<p>RESOLVED to exclude the Press and public from the meeting in accordance with ss100 and 102 of the Local Government Act 1972.</p>	
<p>10.</p>	<p>Staffing Matters</p> <p>Members discussed and agreed staffing matters that related to the budget.</p>	

11.	NEXT MEETING The next committee meeting will take place on 9 March 2016.	
12.	CLOSE The Chairman closed the meeting at 20.47hr.	