

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE COMMITTEE MEETING 13 FEBRUARY 2018, CALEDON CENTRE AT 11.00AM

**PRESENT:** Councillors D Gordon (Chair), J Hopkins, H Pakenham  
Councillor M McMillan (ex officio)

**IN ATTENDANCE:** E Payne (Clerk), Mrs J Addington (Book Keeper)

#### 1. APOLOGIES

There were no apologies received. Cllr Quagliozi was absent.

#### 2. DECLARATIONS OF INTERESTS

- a) There were no declarations of interest received.
- b) There were no written request for dispensation in respect of items on this agenda.

#### 3. MINUTES

The minutes of the previous meeting, held on 20 December 2017 were approved.

#### 4. MATTERS ARISING

##### 4.1 Sports Club Fees

Members noted that this report will be presented to the next Finance Committee meeting.

##### 4.2 Review of Napsbury Facilities

Members were advised by the Clerk would report on this matter once she has met with Officers at the District Council.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Card Reader – Benefits and Costings

- 5.1.1 Members received a report regarding costings in relation to the installation of card reader to be used in the Parish Council office and the bar.
- 5.1.2 Members had asked for costings for two options: purchase and lease. Members were advised that further quotations for these options were being sought but after initial enquiries, most quotations were comparable to those already received. The two options were considered and it was **RESOLVED** that:

***A card reader will be purchased at a cost not exceeding £550 per annum to be implemented with effect from 1 April 2018.***

##### 5.2 Financial Regulations

- 5.2.1 Members received a report with amendments to the Council's Financial Regulations following recommendations made by the Internal Auditor in the Interim Audit Report.
- 5.2.2 Members noted the proposed amendments in relation to the handling of cash floats for the bar, lunch club and ticket sales.
- 5.2.3 Members considered the handling of receipts for defraying operational and other expenses which is outlined in the Financial Regulations under item 6.5. They considered that all expenses should be via an account with the supplier or paid with the Council's debit card. Where Officers incur additional expenses, these should not be more than £50.
- 5.2.3 Members received the cash handling procedure which had been ratified in March 2015 and noted its contents. It was **RESOLVED** that:

- a) *The Council's Financial Regulations are amended to reflect the recommendations from the Internal Auditor regarding cash floats (item 9.10 & 9.11).*
- b) *The Council's Financial Regulations are amended to cap the amount Officers can claim for defraying expenses to £50 (item 6.5).*

### **5.3 CCTV Protocol**

5.3.1 Members were advised that a draft protocol would be presented to the next meeting.

### **5.4 Request to increase Events Budget for YPOA Activity**

5.4.1 Members received the request from the Events & Community Committee for additional funding for an event to be held in August 2018 as part of Hertfordshire's Year of Physical Activity (YOPA).

5.4.2 Members welcomed the proposals and Cllr Gordon indicated that she would consider a grant application to her Locality Budget (2018/19) of £500. Members considered that a small fee should be levied on attendees (£3-4pp) with other income sources to be considered for the event (ice cream vendors etc). It was **RESOLVED** that:

***Funding of £800 is allocated to the Events Budget to hold an additional event for YOPA in August 2018.***

### **5.5 Review of Pre Year End Forecast Reserves**

5.5.1 Members received a report with a pre year end forecast on reserves and its contents were noted. There were no comments.

### **5.6 Funding for Protest March Coach Hire**

5.6.1 Members received a request to fund the hire of two coaches to convey residents to Borehamwood to protest at Hertsmere Borough Council on Wednesday 28 February 2018. It was **RESOLVED** that:

***£600 is release from general reserves for the hire of coaches for Wednesday 28 February 2018.***

## **6. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.