



MINUTES

OF THE

FINANCE COMMITTEE MEETING OF THE STAMBRIDGE PARISH COUNCIL

HELD AT STAMBRIDGE MEMORIAL HALL, STAMBRIDGE ROAD, SS4 2AR

ON TUESDAY 25th JULY 2019

75 19/20 Members and Public present:

7 pm.

Chairman Councillor Mr P Shaw.

Councillors: Mr P Bowen, Mr G Ioannou Mrs P Holmes and Miss E Lingley.

Ward Councillors: Mrs L Shaw and Mr S Wootton.

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

76 19/20 Chairman's opening remarks.

The Chairman welcomed all persons attending the Meeting and made safety announcements.

77 19/20 Apologies for absence.

To be received by the Clerk in person via: email, letter and telephone.

Councillors: Mrs N Crane and Mrs J Gooding.

78 19/20 To Receive Declarations of Interests:

i To receive all declarations of interests:

ii The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.

79 19/20 Public Forum: (5 min per person only)

Statements from Councillors, Guests, visiting Ward/County Councillors. **None.**

80 19/20 Finance:

The following items were considered for recommendation to the Stambridge Parish Council:

- i
 - i The SPC Metro Financial Statements of 25th July 2019 were recorded.
 - ii The above balances were checked against Metro Bank Statements by Cllrs: Mr P Shaw and Mrs P Holmes.
- ii
 - i All GDPR Part 3 documents were forwarded online to PKF-Littlejohn by the required date and recorded.
 - ii The SBA acknowledgement of receipt of all documents was recorded.
- iii The Clerk's time sheet (29) for April/May 2019 for 47.5 hours was recorded.
- iv The Parish Council's updated SPC Excel NETT running costs for July 2019 was recorded.
- v
 - i The outstanding payment from the SCCMC of the SPC/invoice of 20th March 2019 re: shared 2018-2019 BT costs, Vodaphone costs and paid EPFA invoice @ £ 609-88 (**unpaid 4 months to date**) – was not received.
 - ii Further discussion on the outstanding payment from the SCCMC of the SPC/invoice of 20th March 2019 was agreed to be held over to the following full Stambridge Parish Council meeting.
- vi The receipt of the 2nd part payment of the Precept 2019-20 from the RDC @ £16,000-00 was recorded.
- vii The August HMRC PAYE-RTI monthly payment @ £ 40-00 was agreed and recorded.
- viii An Invoice July 2019 from B Summerfield/Dropbox Plus re: Online Cloud storage @ £ 95-88 was agreed and recorded.
- ix An Invoice July 2019 from RCCE re: Annual Subscription membership @ £ 72-60 was agreed and recorded.
- x A potential Invoice July 2019 from Heelis and Lodge re: Internal Audit @ £ Not received was recorded.
- xi A potential Invoice July 2019 from Rochford District Council re: Parish Election charges 2019 £ Not received was recorded
- xii EXTRA: The Council allowed an urgent late Data Protection Act payment, to be considered and paid in the interest of expediency @ £40-00 was recorded.
- xiii A D/D payment July 2019 to E.on @ £145-11 was recorded.
- xiv A D/D payment June 2019 to BT @ £41-42 was recorded.
- xv Resolved: all above recommended and agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
Proposed by Councillors: Mrs P Holmes., seconded by Mis E Lingley and agreed by all.

81 19/20 The next Stambridge Parish Council Finance Meeting:

To agree: TBA July 2019 at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.00pm.

There being no further business the Chairman closed the meeting at 7.20 pm.

4th October 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.