



MINUTES

OF THE

FINANCE COMMITTEE MEETING OF THE STAMBRIDGE PARISH COUNCIL

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

ON THURSDAY 10th OCTOBER 2019

105 ^{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.

106 ^{19/20} Chairman's opening remarks.

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

107 ^{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.

108 ^{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.

109 ^{19/20} Public Forum: (5 min per person only)

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

110 ^{19/20} Finance:

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

- i i The SPC Metro Financial Statements of 10th October 2019 was recorded.
- ii The above balances were checked against Metro Bank Statements by Cllrs: Mr P Bowen and Mr P Shaw.
- ii Resolved the agreed urgent SPC short term loan to the SCCMC of eight cheque payments for invoices @ £3,531-13.
- iii i The SCCMC delayed return payment of £3,531-13 re: the above agreed short term loan and a further request for £1,500 was discussed.
- ii Agreed that in the light of the log-jam with the SCCMC Barclays account the SPC will support their request. Proposed by Councillor Mr P Shaw, seconded by Mr P Bowen and agreed by all.
- iv i Resolved to update the Metro Mandate (adding Councillor Mrs N Crane) following the resignation of the third signatory, Councillor Mrs P Holmes. Proposed by Councillor Mr P Shaw, seconded by Mr P Bowen and agreed by all.
- ii Agreed Councillor Mrs N Crane to co-sign the cheques outside the meeting.
- iii All paperwork for the new Metro Mandate has been completed.
- v The Annual External Audit report (2018-2019) of September 2019 from Pannell-Kerr-Forster Littlejohn was recorded.
- vi The publication of the Conclusion of the Audit 2018-2019 on the website and Noticeboards was recorded.
- vii i The Clerk's rolling time sheet (30) for May/June 2019 for 47.5 hours was recorded.
- ii The Clerk stated that from November 2019 he will produce his time sheets on a full monthly basis. The November issue (31) will also contain all hours accrued up to November.
- viii The Parish Council's updated SPC Excel NETT running costs for August/September/October 2019 was recorded.
- ix 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 7 months to date 10th October**) was not received.
- x The payment October 2019 to the SCCMC re: second part of the Precepted support grant @ £2,500-00 was recorded.
- xi The payment October 2019 to B Summerfield/HMRC RTI-PAYE payments for September/October @ £ 80-00 was recorded.
- xii A payment October 2019 re: November HMRC RTI-PAYE @ £ 40-00 was recorded.
- xiii A payment October 2019 Little Hall Farms Ltd: 2nd part annual allotment rental agreement 2019 £1,000-00 was recorded.
- xiv A payment October 2019 RHALC re: annual Subscription 2019/2020 @ £ 2-60 was recorded.
- xv An invoice July 2019 from B Summerfield/Mr R Pitts re: August 2019-2020 green maintenance @ £ 250-00 was recorded.
- xvi An Invoice August 2019 from B Summerfield/Findaskip Ltd re: Skip supply at allotments @ £ 111-63 was recorded.
- xvii An invoice August 2019 from H&W (Romac) Ltd re: Lighting repairs P13 & Cagefield Road @ £ 257-79 was recorded.
- xviii An Invoice September 2019 from PKF Littlejohn re: External Audit 2018-19 @ £240-00 was recorded.
- xix An Invoice October 2019 from Rochford District Council re: Parish Election charges May 2019 @ **£1,693-87** was recorded.

xx An estimate October 2019 from Argon Computers re: new laptop, etc, @ £ 579-00 was agreed and was recorded.
xxi To receive an Invoice October 2019 from Heelis and Lodge re: Internal Audit @ £ was not received.
xxii The D/D payments August/September 2019 to E.on @ £149-95/£149-95 was recorded.
xxiii The D/D payments July/August/September 2019 to BT @ £132-86/£82-66/£81-66 was recorded.
xxiv Resolved: all above recommended and agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
Proposed by Councillors: Mr P Shaw, seconded by Mr P Bowen and agreed by all.

111 ^{19/20} **The next Stambridge Parish Council Finance Meeting:**

To agree: TBA November 2019 at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 6.30 pm.

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

2nd November 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO