

## TERLING AND FAIRSTEAD PARISH COUNCIL FINANCE COMMITTEE

### Minutes of the Meeting of Terling and Fairstead Parish Council Finance Committee held at 7:30pm on Monday 17<sup>th</sup> October 2016 at Copse Rise, The Street, Terling

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**Finance Committee Present:** Mr I Smith  
Mrs S McNamara  
Mrs S Alder  
Mr R Dixon  
  
Mrs F Killby (Parish Clerk)  
  
(no members of the public present)

1. ***Appointment of Chairman of Meeting*** – The Finance Committee unanimously asked Mr Smith to chair the meeting.

2. ***Apologies for Absence – none.***

3. ***Declaration of Interests*** - to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or non Pecuniary Interests relating to items on the agenda – none declared.

4. ***Meeting Open to the Public*** - no members of the public present.

5. ***Approval of Minutes of Last Finance Committee Meeting held on 20<sup>th</sup> June 2016***

SM proposed that the minutes of the meeting held on 4<sup>th</sup> April be approved and signed as a true and accurate record. Seconded by SA. Unanimously approved.

6. ***Transparency Compliance Grant Funding***

All IT equipment now purchased and up and running with regard to this funding.

7. ***Annual Return***

IS responded that points raised on the External Audit were in order as the Parish Council is a Trustee of the Village Hall, but is not responsible for managing its funds..

8. ***Workplace Pension***

This will be offered to FK in June 2017 after one year of service, minimum salary requirement is £10,000 per annum.

9.. ***Business & Financial Risk Assessment Review***

It was agreed that Trevor Lewis would be asked to carry out this review.

10. ***Financial Regulations Review*** – IS to prepare draft wording to update Financial Regulations in order to be compliant with the New Transparency Regulations for presentation to the Parish Council.

11. ***Standing Orders Review***

IS to prepare draft wording to update Standing Orders under Section 17, Financial Controls and Procurement in order to be compliant with new Transparency Regulations for presentation to Parish Council.

12 **Code Regulations** – covered in Item 11, Standing Orders.

13. **Potential Sale of Registered Community Asset – Rayleigh Arms Car Park**

The deadline of 14<sup>th</sup> December 2016 for action on the above was noted and this will be discussed at the next Parish Council meeting.

14. **Information / Next Agenda items** – none to report

15. **Date of next meetings**

7.30 pm 25<sup>th</sup> October, Parish Council Meeting – Terling Village Hall

7.30 pm 6 December, Parish Council Meeting – Square and Compasses

7.30 pm 17<sup>th</sup> January, Parish Council Meeting – Terling Village Hall

7.30 pm 28<sup>th</sup> February, Parish Council Meeting, Terling Village Hall

Meeting closed at 8.45 pm