

## 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 26<sup>th</sup> June 2017 at Copse Rise, The Street, Terling

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**Finance Committee Present:** Mrs S McNamara  
Mrs S Alder  
Mr R Dixon  
Mrs F Killby (Parish Clerk)

(no members of the public present)

1. **Apologies for Absence** - No apologies for absence.
2. **Declaration of Interests** - to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or non Pecuniary Interests relating to items on the agenda – none declared.
3. **Meeting Open to the Public** - no members of the public present.
4. **Approval of Minutes of Last Finance Committee Meeting held on 8<sup>th</sup> February 2017** - RD proposed that the minutes of the meeting held on 20<sup>th</sup> October be approved and signed as a true and accurate record. Seconded by SA. Unanimously approved.
5. **Review of Internal Audit and Review of the Effectiveness of Internal Control** – The Clerk/RFO presented the auditor’s internal audit review and explained variances which were due to increased staff costs during handover period and increased income due to Transparency Code Grant funding for a dedicated laptop, scanner/printer and software. It was clarified that the Parish Council is a Custodian Trustee of the Village Hall but has no responsibility for the management of funds or assets relating to the Hall.
6. **Workplace Pension/Salary Review – Clerk/RFO** – FK has been in this role now for one year and is now eligible to be enrolled in a workplace pension. Admittance will be to the Essex County Council Local Government Pension Scheme and a Resolution will be put to the Council at their next meeting on 27<sup>th</sup> June to this effect.
7. **Salary/Contract Review – Handymen** – The Handymen’s salary was reviewed and a recommendation of an increase of 5% will be proposed at the next Parish Council meeting.
8. **Information / Next Agenda items** – none to report
9. **Date of next meetings**  
7.30 pm 27<sup>th</sup> June, Parish Council Meeting, Terling Village Hall  
7.30 pm, 8<sup>th</sup> August, Parish Council Meeting, The Square and Compasses, Fuller Street  
7.30 pm, 19<sup>th</sup> September, Parish Council Meeting, Terling Village Hall

Meeting closed at 08.25 pm