

TERLING AND FAIRSTEAD PARISH COUNCIL FINANCE COMMITTEE **SUBJECT TO APPROVAL**

Minutes of the Meeting of Terling and Fairstead Parish Council Finance Committee held at 7:30pm on Wednesday 8th February 2017 at Copse Rise, The Street, Terling

Finance Committee Present: 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 Mrs McNamara to chair the meeting.
2. ***Apologies for Absence*** – Apologies for absence were received and accepted from I Smith.
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 20th October 2016*** - RD proposed that the minutes of the meeting held on 20th October be approved and signed as a true and accurate record. Seconded by SM. Unanimously approved.
5. ***Financial Regulations Review*** – These were reviewed with recommended changes regarding the level of expenditure that must be approved by the Parish Council. These amendments will be emailed to all Councillors for discussion and approval at the next Parish Council meeting.
6. ***Standing Orders Review*** – These were reviewed with recommended changes regarding the level of expenditure for tenders for contract. These amendments will be emailed to all Councillors for discussion and approval at the next Parish Council meeting.
7. ***Clerk’s Contract of Employment*** This will be reviewed in accordance with the internal audit after twelve months employment, ie 1st July 2017. However there is an NJC increase to the current Salary Point 18 to £9.392 per hour which will take effect from 1st April 2017 and the Clerk’s salary will increase accordingly by 0.093 pence per hour.
8. ***Audit Preparation*** - Clerk to liaise with I Smith regarding preparation for the audit process at the end of the financial year.
9. ***Information / Next Agenda items*** – none to report

10. *Date of next meetings*

28th February, Parish Council Meeting, Terling Village Hall, 7.30 pm

4th April, Parish Council Meeting, Square and Compasses, 7.30 pm

16th May, Annual Parish Meeting, Terling Village Hall, 7.00 pm, followed by Parish Council Meeting, 7.30 pm

Meeting closed at 10.10 pm