

**Finance Committee Meeting**  
**Minutes of the meeting held at 7.30pm on 5<sup>th</sup> March 2014**  
**In the Committee Room at the Village Hall, Braeside Road, St Leonards**

Members Present:, Cllr R Warman, Chairman  
 Cllr B Goringe  
 Cllr M Dyer  
 Cllr R Dudman  
 Cllr Mrs A Warman

In attendance: Mrs Ann Jacobs, Clerk to Council

**411. Public Open Forum:** None.

**412. Declarations of Pecuniary Interest:-** none

**413. Apologies:** Cllr R Bryan; Cllr Mrs J House and Cllr G Willetts

**414. Minutes of the Finance Committee meeting** - The Minutes of the meeting held on 4<sup>th</sup> December 2013 pages 60 & 61 were approved and signed as a correct record. Proposed by Cllr M Dyer, seconded by Cllr R Dudman. Agreed unanimously.

**415. Matters Arising from the Minutes: None**

**416. Schedule of payments for cheques** – The schedules for payment for December, January and February cheque numbers 004174 to 004207 including Aviva pension payments for December, January and February, were discussed. A copy of which had been circulated to each Member, and a public access version is placed with these Minutes in the Minute Book see Appendix A. The schedule was approved unanimously. Proposed by Cllr Mrs A Warman, seconded by Cllr M Dyer.

**RESOLVED: That the schedules for payment for December, January and February cheque numbers 004174 to 004207 including Aviva pension payments for December, January and February, be approved.**

**417. Bank Reconciliations** - The Clerk submitted for information bank reconciliations for the end of November, December, January and February copies of which, had been circulated to each Member and placed with these Minutes in the Minute Book see Appendix B. It was proposed for acceptance by Cllr Mrs A Warman, seconded by Cllr M Dyer. Agreed unanimously.

**RESOLVED: That the bank reconciliations for the end of November, December, January and February be approved.**

Cllr R Warman reported that the Reserves Committee had met and were investigating long term bonds which could be staggered so that maturity dates were staggered so that they mature at different times.

**418. Rent Review:** Members considered the 3 yearly review of the Tennis Club rent taking into account the email from their Treasurer. This was discussed it was noted that RPI was currently 2.8%. Cllr Mrs Warman proposed that an increase of 3% was recommended to full Council, seconded by Cllr B Goringe. Motion was carried, Cllr M Dyer abstained, the rest were in favour.

**RESOLVED: To recommend to full Council that an increase of 3% in the annual rent for the Tennis Club is applied effective from 2014/2015.**

**419. Internal Audit** – Members received the report of the Internal auditor for end December – no issues were raised. The Clerk was asked to write and thank the Auditor for his report.

**420. Risk Assessment Policy** – Members reviewed the policy. Members considered the risks and agreed to recommend to full Council that they include an item for potential care and maintenance of the Youth Club should the lease be returned a sum of £2,000 should be highlighted in the

earmarked reserves. The rest of the document was thought to be adequate but will need reviewing as soon as new financial regulations come into effect. Proposed by Cllr M Dyer, seconded by Cllr Mrs A Warman. Agreed unanimously.

**RESOLVED: To recommend to full Council that they include an item for potential care and maintenance of the Youth Club should the lease cease. A sum of £2,000 should be highlighted in the earmarked reserves for this. The document will be reviewed as soon as new financial regulations come into effect.**

**421. Grant Request** – CAB Citizens Advice Bureau – New Forest. Members considered a request for a grant and noted the budgetary provision is £440 for the year. It was agreed unanimously, to award a grant of £440, proposed by Cllr B Goringe, seconded by Cllr Mrs A Warman.

**RESOLVED: To award a grant of £440 of CAB Citizens Advice Bureau – New Forest (LGA72 s142).**

**422. Budget Vs Expenditure Figures:** Budget vs Expenditure figures to end of February were noted. A significant underspend is anticipated and will be highlighted to the Full Council.

**423. Exchange of Information:**

1. Next meeting 2<sup>nd</sup> April 2014

Meeting closed at 7.55pm

Chairman