

# NAZEING PARISH COUNCIL

## Minutes of the FINANCE COMMITTEE held on Thursday 10<sup>th</sup> April 2014 at the rising of the Planning Meeting at the Leisure Centre, Bumbles Green, Nazeing EN9 2SF

**Members in attendance:** Councillors D Borton, Joslin, Arnold, E. Borton, Carter and Skipper

**Non members in attendance:** Cllrs Evans, Arnold and Culling and M Pyatt (Clerk)

### AGENDA

1. **Apologies for absence:** There were no apologies for absence.
2. **Declarations of Interest:** There were no declarations of interest made.
3. **Clerk Report.** Street light inventory still to be completed.
4. **Accounts for Payment.** The Committee **RESOLVED** to make all payments as presented. The Committee **RESOLVED NOT** to accept the EFDC grass cutting quotation for the current year and requested that EFDC be informed accordingly.

**Action MP**

The Committee requested that the current contract holder be asked again for a full quotation for grass cutting. **Action Cllr Castle**  
The quotation for Payroll admin was dealt under item 7e
5. **To approve finance for Nazeing Upper Town Sign.**  
Cllr E Borton updated the Committee on the request for funding towards the village sign. The Council **Resolved** to offer a £250.00 contribution towards the sign and suggest that sponsorship should be sought from residents and local businesses alongside grants.
6. **Street Lighting:**  
Kier have again confirmed that the contract is being drafted.
7. **Other Matters:**
  - a) No matters were raised regarding the Website.
  - b) The financial position of the Council was noted and The Committee **RESOLVED** to transfer unutilised budget balances to General reserves and to cover excess budget utilisation from general reserves.
  - c) There was no update on the HM Revenue and Customs tribunal.
  - d) The note regarding the delay in calculation of the Clerk Salary for March 14 was accepted and the figures produced for the meeting were presented and it was **RESOLVED** to make payment against them.
  - e) The Committee considered outsourcing the PAYE administration function and it was agreed that the quote obtained was very competitive. Cllr D Borton to speak to Roydon Parish regarding their arrangements.

**Action Cllr D Borton**
  - f) The circumstances behind the over reclaim of VAT for the current year were explained and accepted. It was agreed that an adjustment of VAT of £332.71 will be made in the March 2014 VAT return.
  - g) The confirmation from Barclays Bank of signature arrangements was noted.

h) The acceptance into the Essex County pension scheme for the post of Clerk was noted. It was confirmed that the current clerk will not seek entry into the pension scheme during his employment and that any new clerk will have to complete an application form held on the computer to gain entry into the scheme.

i) A transfer of £3,000 (Three thousand pounds) from Barclays Business Saver Account to Community Account to meet April 2014 outgoings was **RESOLVED**.

j) The Committee **RESOLVED** to increase the hall hire charge to £18 per hour and to increase the football hire charge to £100 per season, per team to a total of £600 per season based on current usage.

**8. Matters not tabled:**

Cllr Skipper agreed to obtain a quotation for Curtains at the Leisure Centre     **Action Cllr Skipper**

Cllr Carter advised the Committee of a meeting to be held on 15<sup>th</sup> April 2014 at the Leisure Centre to discuss the planned WW1 event.

9. There was no exclusion of public & press.

**Meeting Closed 21:36**