

TERLING AND FAIRSTEAD PARISH COUNCIL FINANCE COMMITTEE

Minutes of the Meeting of Terling and Fairstead Parish Council Finance Committee held at 07.00 pm on Monday 16th September 2019 at Copse Rise, The Street, Terling

Finance Committee Present: Mrs S McNamara
Mrs S Alder
Mr R Dixon
Mr S Thatcher

Mrs F Killby (Parish Clerk/RFO)

(no members of the public present)

Mrs S McNamara was unanimously appointed Chairman of the meeting.

1. *Apologies for Absence* - none received.
2. *Declaration of Interests* — none declared.
3. *Meeting Open to the Public* - no members of the public present.
4. *Approval of Minutes of Last Finance Committee Meeting* - SA proposed that the minutes of the meeting held on 29th November be approved and signed as a true and accurate record. Seconded by ST. Unanimously approved.
5. *Review of Budget for year ending 31st March 2020* – the budget was reviewed in relation to the Actuals and the Forecast. Some allocations were amended. Figures will be circulated to all councillors at month end (30th September 2019).
6. *Review of Insurance in relation to the Asset Register* - this was double checked to ensure all assets were listed, cover for Slander and Libel was clarified.
7. *Review of Financial Regulations* – there were no amendments necessary to comply with the NALC 2019 suggested guidelines. Clerk to reinstate quarterly financial checks as per the Financial Regulations.
8. *Additional Cheque Signatories* – It was agreed that additional cheque signatories would be useful. ST is happy to be one and JL will also be asked. Clerk to look into BACs payments system.
8. *Information/Next Agenda Items* –
9. *Date of Next Meetings* – 29th October, 7.30 pm, Parish Council meeting, Terling Village Hall, 10th December, 7.30 pm, Parish Council meeting, Square & Compasses, Fuller Street

Meeting closed at 08.25 pm