

**MINUTES OF THE FINANCE AND FUNDING COMMITTEE
MEETING OF SIBLE HEDINGHAM PARISH COUNCIL HELD
IN THE MEETING ROOM AT THE PARISH COUNCIL OFFICE,
75 SWAN STREET, SIBLE HEDINGHAM ON FRIDAY, 12th
OCTOBER 2012 AT 4.30 PM**

In the chair: Mrs. G. Massey

Present: Mrs. J. Beavis (for items 19 to 23), Mrs. E. Jones, Mr. F. Swallow and
Mrs. L. Waller
Mr. A. Corder-Birch (Clerk and RFO)

12. **Apologies for absence**

Miss. C. Cannell and Mr. D. Holmes

13. **Absent**

Mr. J. Skittrall

14. **Members Declarations**

Mrs. L. Waller declared a non-pecuniary interest in connection with expenditure relating to Grays Hall Meadow as she is voluntarily helping with the improvements. There were no other declarations of interest.

15. **To confirm minutes of previous meeting**

The minutes of the previous Finance and Funding Committee meeting held on 16th July 2012, having been circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

16. **Matters arising from those minutes**

Mrs. L. Waller produced revised Progressive Spend and Income Charts and agreed to insert further revisions. There were no other matters arising.

17. **To approve Petty Cash Account**

The Petty Cash book was circulated to Councillors and approved. Mrs. L. Waller asked if mileage needs to be declared to HMRC. Mr. F. Swallow advised that it is not necessary because it is an agreed national rate. Nevertheless it was agreed to make enquiries to ensure that HMRC rules were being complied with.

18. **To consider Progressive Spend and Income Charts**

The Progressive Spend and Income Charts from April to September 2012 were considered by Councillors and approved. At the request of the Chairman, the Clerk gave details of all S137 payments from 1st April 2012 to date, which amounted to £2107.55 gross. It was noted that annual accounts had not been received from SH Village Hall and the meeting between the two Chairmen had not taken place. It was agreed that the proposed grant of £500 should not be released until the VH produces accounts to SHPC.

19. **To give preliminary consideration to the budget for 2013-14**

It was noted that SHPC had under-spent on some items and it was therefore suggested to seek a nil increase for 2013-14 so that the precept remains the same as for 2012-2013. It was agreed to ask all Committees for their financial requirements for 2013-2014 to consider at the next Finance and Funding Committee meeting.

20. **To arrange date of meeting to finalise budget**

It was agreed to hold a meeting on 21st December 2012 to finalise the budget, by which time the Band D equivalent figure should be available.

21. **To consider match funding for proposed Youth Shelter**

Quotes had been obtained for proposed Youth Shelter and the quote from REKK for £11,197.00 including installation is likely to be accepted. It was agreed that SHPC and the Youth Council provide total match funding of £5,500 leaving £5,697 to seek in grant applications. Mrs. J. Beavis, as District Councillor, agreed to support the application to BDC Mi Community and suggested that if necessary grants are also applied for to Essex Community Foundation and Essex Environment Trust.

22. **To consider expenditure for improvements to Grays Hall Meadow**

It was agreed to make a grant of £2,500.00 to SHALGA, specifically for the Grays Hall Meadow project only, to include the cost of any railings.

23. **AOB (agenda items for next meeting and exchange of information)**

There was no other business.

There being no other business the meeting closed at 5.30pm

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(Date)

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(Chairman)