



Fressingfield Parish Council

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Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Wednesday 26 October at 9.30am

Present: Councillors Garry Deeks, Tom Lindsay and Nick Stolls

Also in attendance: Andy Parris, clerk to the council and responsible finance officer (RFO).

- 1 Cllr NS chaired the meeting. He welcomed everyone and briefly reviewed the matters to be discussed by the committee.
 - 2 Apologies for absence. These were received from Cllr Eastgate and were accepted.
 - 3 Members' declarations of interest. There were none
 - 4 Notification by councillors of any lobbying related to an agenda item. There had been none.
 - 5 The committee reviewed income and expenditure for the second quarter compared to the council's budget plan. Stationery and travel costs were higher than expected and the reasons for this were explained. It was noted that it is not unusual for a spending line with a small budget to have a large percentage overspend in a quarter due to the irregular nature of expenditure. The Fressingfield Community Fund was also discussed. After a discussion about local organisations which regularly receive donations from the council, it was agreed to maintain the current list and to recommend that the donation to the Waveney Foodbank be increased to £750. The best time to claim VAT was discussed. It was agreed to continue to do this quarterly. The different sums that were held by the council and ringfenced for specific purposes were discussed. This included the neighbourhood watch scheme. As it seems to have become a dormant organisation, it was agreed to put this on the next agenda of the full council. The committee agreed that the budget revision in December would need to include website costs incurred in closing the current council site and maintaining the parish site.
Clerk to check with Suffolk Police if it has had any contact with Neighbourhood Watch.
 - 6 The committee reviewed the internal audit process. Councillors received a copy of section 4 of the Joint Panel on Accountability and Governance Panel Practitioners' Guide. This section lays down the standards for an internal audit. Using this as a standard, the committee agreed that the internal audit process had been properly arranged and conducted. Cllr NS signed a document confirming this.
 - 7 To consider applications for grants received from parish organisations
 1. Fressingfield Sports and Social Club. This application was for £1921 for new main doors. The playing field management committee had previously submitted this application. The work has already been completed. After extensive discussions, it was agreed to recommend that the council gives a grant of £600. The committee felt that the council's relationship with the playing field management committee still needs to be clarified.
 2. Fressingfield Local History and Archive Group. This application was for £672.13 to cover club costs, including the storage and insurance cover for the parish archive. The committee will recommend that the council allocates a grant for £432.13. This would cover the insurance cost and half the rental of the building for a year. The committee emphasised that this was a one-off, not an annual grant.
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Clerk to discover from FLHAG

- exactly what is in the archive
- how much of it has been digitised
- how it is made accessible to the public
- what percentage of FLHAG's non-archive expenses are covered by its members' annual subscription e.g. room rental for monthly meetings, speakers costs and expenses, social events

8 To consider matters brought to the meeting:

- 1 Parish improvement plan was discussed. Specifically, the possible costs of different projects were updated ready for the draft budget meeting in December.
- 2 The committee agreed to buy a new computer monitor for the RFO's use. The full council will be informed of this necessary purchase at the next meeting.
- 3 Payment vouchers were scrutinised, and it was agreed to make the payments and inform the council at the next full meeting.

9 The next meeting will be on Thursday 15 December beginning at 7.30pm

There being no further business, the meeting closed at 11.45am.

Signed:

Chair

Date