



ROCHFORD PARISH COUNCIL

Parish Council Rooms
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Rochford
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Clerk to the Council: Mrs. J. V. Rigby *Cert. HE Local Policy*

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON WEDNESDAY 13th JUNE 2018

Present: Cllrs. J. Cottis M. Softly, P. J. Stanton, Mrs. M. Weir, A. Williams, T. Fransen
In attendance: An observer
Clerk: Mrs. J. V. Rigby

Prior to Commencement of the meeting Cllrs. M. Softly and T. Fransen expressed the wish to join the Committee. This was **Agreed**.

F1/18. Election of Chairman for the year 2018/19

Cllr. D. Brown was nominated by Cllr. A. Williams seconded Cllr. Mrs. M. Weir
Cllr. J. Cottis was nominated by Cllr. M. Softly, seconded by Cllr. P. J. Stanton A vote was taken and Cllr. J. Cottis was elected Chairman by a vote of 4 to 1.

F2/18. Appointment of Vice Chairman for the year 2018/19

Cllr. D. Brown was nominated by Cllr. A. Williams, seconded by Cllr. Mrs. M. Weir
Cllr. M. Softly was nominated by Cllr. J. Cottis, seconded by Cllr. T. Fransen
A vote was taken and Cllr. M. Softly was appointed Vice Chairman by a vote of 3 to 2.

F3/18. Apologies for absence –

F3/18.1 Apologies were received and accepted from Cllr. D. Brown (holiday)

F4/18 Declarations of Interests – none declared

F5/18. Minutes of the Meeting held on 25th April 2018

The minutes were approved as a true record of the meeting and signed by the Chairman.

F6/18 Update on actions from the last meeting

All items were included in the Agenda

F7/18. Accounts for the year 2017/18

F7/18.1 The Final Internal Auditors Report was received and noted.

OPC

25/7/18

F8/18 Accounts for the year 2018/19 Training session in September/October

The following was received:-

- Bank Reconciliation Reports as at 30th April 2018
- Payments listings for April
- Cash Book Statements up to 30th April 2018
- Income and Expenditure Accounts up to 30th April 2018
- Bank Reconciliation Report as at 31st May 2018
- Payments listing for May
- Cash Book Statements up to 31st May 2018
- Income and Expenditure Accounts up to 31st May 2018.

It was **Agreed** that the Clerk will hold Finance Training Sessions in September to demonstrate the Parish Council's Accounting System.

F9/18 Banking

F9/18.1 The report on on-line banking was received and approved. The Clerk will make the necessary arrangements with the Bank.

F9/18.2 A discussion took place about ensuring the Parish Council only uses "ethical" companies for banking and supplies. This will be further investigated by the Clerk and a report submitted to a future meeting.

F10/18 Parish Council Rooms

It was reported that Fire Alarm System is being installed and this should be completed early during the week commencing 18th June.

F11/18 St Marks Hall

F11/18.1 The Management Working Party will consist of Cllrs. Mrs. M. Weir, A. Williams, J. Chapell plus the Hall Manager/Caretaker. The administration will be carried out by the Clerk. A meeting will be arranged shortly.

F11/18.2 The Clerk reported that the Awning for the play area side of the building had been ordered.

F11/18.3 The report on Footprints Hirings was received. The Clerk will investigate how many hours are being attributed to King Edmund School Head Teacher Surgeries.

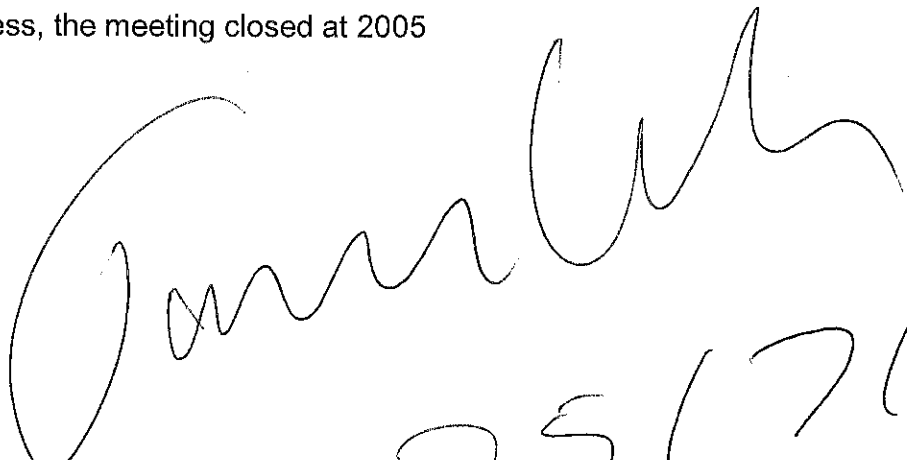
F12/18 General Data Protection Regulations

It was **Agreed** that the GDPR working group will consist of the Chair of Council and Chairs of Committees.

F13/18 Other Items/Urgent Matters - None

There being no further business, the meeting closed at 2005

Janice V. Rigby
Clerk to the Council



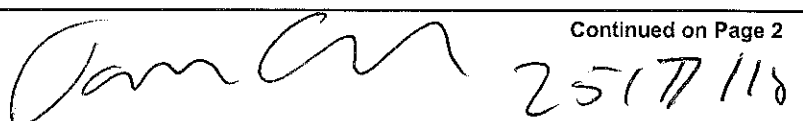
25/7/18

Time: 09:21

Metro Bank - current account

List of Payments made between 01/06/2018 and 30/06/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2018	Eileens	800884	350.00		Burial
01/06/2018	Reads of Sutton	800883	90.00		Potting Compost
01/06/2018	Reads of Sutton Ltd	800882	38.40		RLC
01/06/2018	Imprest Account	int trans	2,500.00		int trans
06/06/2018	Power Hygiene & Safety Product	800885	338.12		Supplies
06/06/2018	Edge2Hedge	800886	295.00		Tree Work at Doggetts
06/06/2018	Royal British Legal Poppy Appe	800887	38.50		Wreaths
06/06/2018	E R Gardening	800888	540.00		Grass Cutting
06/06/2018	4th Rochford Scout Group	800889	159.80		Event BBQ
06/06/2018	Rialtas Business Solutions	800890	642.00		Software updates
06/06/2018	BP	DDR	15.60		Fuel
11/06/2018	Rochford DC	DDR	252.00		Business rates
11/06/2018	Rochford DC	DDR	58.00		Business rates - rlc
11/06/2018	Rochford DC	DDR	182.00		Business Rate - St Marks
12/06/2018	XLN	DDR	130.41		Telephone
12/06/2018	Imprest Account	so	8,000.00		standing order
12/06/2018	Instant Access	reversal	10,000.00		duplication
14/06/2018	Ernest Doe & Sons	800893	170.89		Maintenance
14/06/2018	Grafton Merchating	800894	148.08		Maintenace
14/06/2018	P F Ahern (London) Ltd.	800895	255.32		Refuse Collections
14/06/2018	Eurooffice Ltd	800896	142.37		Stationery
14/06/2018	EALC	800897	303.80		Councillor Training
14/06/2018	BestPave Ltd	800898	500.00		Allotment Roadway
14/06/2018	CAPS	800900	20.00		Payroll Liability
14/06/2018	Playsafety Ltd	800899	79.80		Rospa Inspection
14/06/2018	Opus Gas Supply	DDR	35.92		Utilities - PR
16/06/2018	Eon	DDR	151.45		Streetlight Electric
17/06/2018	Opus Energy	DDR	10.15		Gas St Marks
18/06/2018	Fuel card Services	DDR	73.92		Fuel
20/06/2018	Imprest Account	int trans	5,000.00		internal transfer
21/06/2018	ER Gardening	800901	580.00		Replacement Cheque
21/06/2018	ER Gardening	800869	-580.00		Cancelled
21/06/2018	Drain Doctor	800902	117.00		Drains - Toilets
21/06/2018	Reliable Fire Protection	800903	51.60		Extinguisher Service
21/06/2018	Eon	800904	17.80		Electric Town Clock
21/06/2018	J Wren	800905	230.00		Work at St Marks
21/06/2018	WI Hall	800906	72.00		Farmers Market
21/06/2018	Eileens Florist	800907	720.00		Burial Charges
21/06/2018	NALC	800908	17.00		LCR Subscription
21/06/2018	EALC	800909	55.00		Training - Defib Course
24/06/2018	Opus Energy	DDR	37.12		Electric St Marks
25/06/2018	Opus Energy	DDR	37.12		Gas Parish Rooms
25/06/2018	Opus Energy	DDR	39.73		Electric - Parish Rooms
25/06/2018	Opus Energy	DDR	-37.12		Duplicate payment
27/06/2018	J & P Prior	800910	120.50		Bus Shelter Cleaning
27/06/2018	BCW	800911	12.60		Carriage - Allotment Signs
27/06/2018	Liquidline	800912	58.34		Water Boiler Service



25/7/18

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27/06/2018	BP	DDR	74.59		Fuel
27/06/2018	Eileens Florist	800907	-20.00		correction
29/06/2018	Instant Access	int trans	90,000.00		internal transfer
Total Payments			<u>122,124.81</u>		

[Handwritten Signature]
25/7/18