



# ALDERLEY EDGE PARISH COUNCIL

## **Minutes of the Finance Committee held on Monday 8th October 2018**

**Present:** Cllr M Garbett (Chairman), Cllrs C Browne, R Grantham, G Hall, M Dudley-Jones, C Munro, M Taylorson.

**In attendance:** Clerk – A. Ross, Assistant Hall Manager

### **Meeting**

**Commenced:** 8:21pm

#### **1. Apologies for Absence.**

Cllrs I Higham, R Norbury.

#### **2. Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary interest (DPI).**

None

#### **3. Minutes of the meeting held on 9th July 2018.**

Approval proposed by Councillor G Hall seconded by Councillor M Dudley-Jones and carried. (item 5 on C14)

#### **4. Recommendations for expenditure:**

##### **a) To retrospectively approve the following items:     £**

None

##### **b) To consider any other recommendations/requests:**

Agree additional electrical work for the kitchen             £500

Approval proposed by Councillor M Garbett seconded by Councillor G Hall and carried.

#### **5. To approve the Schedule of Items Paid in the total amount of £53712.68**

Approval proposed by Councillor M Garbett seconded by Councillor G Hall and carried.

#### **6. To approve the Income and Expenditure accounts.**

Approval proposed by Councillor M Garbett seconded by Councillor G Hall and carried.

#### **7. To review the Medium Term Financial Plan (MTFP) figures.**

Cllr Garbett explained the latest position and the figures were noted.

#### **8. Report from relevant councillor regarding Internal Controls.**

Cllr Browne reported that he had carried out the checks and was satisfied everything was in order.

#### **9. Present the individual salary figures to full council for approval.**

Noted.

**10. To approve the wastage/discount reports/stock movements for the bar.**

Cllr Grantham has been dealing with this and there are still a few minor issues. She reported that she is happy with the wastage reports and the explanations received. She is not sure what the average wastage on a line clean should be and will look into that further.

Wastage figures: July £96.29, August £46, September £21

Approval proposed by Councillor R Grantham seconded by Councillor G Hall and carried.

**11. To discuss the grant application from the Luncheon Club.**

After discussion all councillors were agreed that the application be approved in the full amount of £1000.

Approval proposed by Councillor R Grantham seconded by Councillor M Garbett and carried.

**12. To approve the virement of £400 from Parking project budget (4066) to Speedwatch budget (4063)**

Cllr Browne explained the rationale behind the proposal.

Approval proposed by Councillor C Browne seconded by Councillor M Garbett and carried.

**13. To approve amendment of the Financial Regulations to cover use of the Clerks credit card as follows:**

**5.4 The Town Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:**

**d) Payments to be made using the Clerk's credit card**

**6.19 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances. Payments made using the Clerk's Credit card shall be limited to a maximum single transaction of £1,000.**

Approval proposed by Councillor G Hall seconded by Councillor M Garbett and carried.

It was also agreed the Clerk would confirm the monthly credit limit before the next meeting to ensure all councillors are happy with it.

**14. Notices and Correspondence.**

None

**15. Reports from Councillors.**

None

**Meeting Closed: 8:49pm**

**ACTION SUMMARY**

<b>Undertaken By</b>	<b>Detail</b>	<b>When For</b>

**Councillor M Garbett  
CHAIRMAN**