**Latimer and Ley Hill Parish Council**

**Finance Committee**

Minutes of Meeting held on Thursday 18th October at 2.30pm

Present: Cllr Drewery

 Cllr Bramwell

 Clerk

1. The Clerk passed to the committee a copy of the Terms of Reference, Expenses Policy and Internal Audit Programme documents. All the Accounts documents were available online.
2. Large expenditure Items were discussed and will be put forward to the Parish Council meeting on the 24th October:
	1. Defibrillators for Latimer and Ley Hill - The Clerk said that funding was available for these through the HS2 Funding. Cllr Drewery suggested that we applied for funding for two defibrillators including installation and a first aid/instruction course for locals amounting to £6,000. Agreed unanimously.
	2. Street Lights – The street lights are coming to the end of their life. Cllr Bramwell suggested that HS2 funding could be applied for to replace the 21 lights and it was agreed unanimously that this should be considered for the future.
	3. Cllr Bramwell suggested that we should look at getting a bus shelter by The Crown and it was agreed that the cost for this should be investigated.
	4. Village Gateways – Cllr Drewery to look to see if there are any possible sites in Latimer for small gateways. The Clerk said that LAF Funding can be used to purchase these with the Council paying half and LAF the other half.
	5. Purchase of land by Burial Ground – Cllr Hill had sent an email to all Councillors regarding purchasing some land with St Georges Church for the sum of £5,000. It was unclear as to whether this would be possible and it was agreed that this would not be included in the budget for 2019/2020.
3. Cllr Drewery requested that the Clerk found out what power supply was needed for the defibrillator as Latimer are considering installing it in the telephone box which only has a light bulb supply.
4. It was recommended and agreed that the Clerks and Burial Ground Administrator’s salaries increase by inflation – 2.6%. This will be put to the Parish Council.
5. It was recommended and agreed that the Councillors expenses are increased by 2.6%. This will be put to the Parish Council.
6. The Clerk requested that all Councillors produce their own expenses sheet for the end of the year. This can include any mileage incurred for meetings.
7. The Clerk had already contacted the Burial Ground Maintenance Worker who had said his charges will not be increasing for 2019. Cllr Drewery asked that the Clerk requested that we have a copy of the Public Liability Insurance Certificate which shows £10m for our records.
8. The Clerk explained that the Burial Ground Administrator had been advised that she can be self employed and not employed. The Clerk had been in contact with BALMC who in turn were waiting for a response from NALC. Cllr Drewery said that if she is to be self employed then she will be required to produce a Public Liability Insurance Certificate.
9. Cllr Drewery suggested that the Clerk obtains a quote for new street lighting. The Clerk agreed to contact Lamps and Tubes Illuminations Ltd who we have a street light maintenance contract with.
10. Cllr Drewery requested that the Clerk contacted the Burial Ground Committee for any budget items for 2019/2020. The Clerk agreed to contact them.
11. The Clerk explained that the hours worked were being recorded the current salary does not reflect this. Cllr Drewery suggested a meeting with the Chairman to discuss. The Clerk to arrange.
12. The Asset Register was reviewed, and items were added which included the purchase of two laptops, printer, two mice, tablet, two waste bins, the Movable Vehicle Activated Sign and four posts. The Clerk to find out what items are the Parish Councils in the Burial Ground Hut and whether they will need to be replaced in the near future. It was unclear as to who owned the beacon – The Clerk to contact previous Clerk.
13. The 2018/2019 budget was reviewed, and a new proposed budget was produced for 2019/2020. Items that are being purchased in the coming year include two defibrillators, village gateways and a noticeboard. Also it is highly likely we will have external audit fees and the possibility that the Clerks Salary will have to be increased. Therefore it was agreed that the Precept should be increased. With possible large expenses such as the replacement of the street lights and purchase of land for the burial ground, it was agreed that the precept should be increased by 4.5%. This is to be put to the Parish Council on the 24th October for approval.
14. Cllr Drewery suggested that all the accounts that the Clerk holds should be archived at Bucks County Council for safety. The Clerk agreed to speak to BCC.
15. It was agreed that everyone should look at the Expenses Policy which needs to be approved that the Clerk has produced with the intension that this is approved at the November Parish Council Meeting.
16. The Clerk explained that if we go over the £25,000 income we will be liable for an external audit – cost unknown. In light of this, the Clerk had produced an Audit Programme for the Internal Auditor and a Financial Risk Management Record. It was agreed that these would be reviewed over the next four weeks and comments to be sent to the Clerk.

Meeting ended: 5.45pm

Date of next meeting: To be agreed