

TIPTREE PARISH COUNCIL

MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 4th February 2019 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present Cllrs: S Bays (Chairman) M Maund (Vice Chairman)
Mrs D Coe R Mannion
C Bigg Mrs B Wood

Also in attendance – One member of the public, Cllrs Mrs S Allen-Shepherd and R Smithson, Cllr D Evans (from 7.25pm) and the Clerk of the Council

610/18 Apologies for absence – There were apologies for absence from Cllr Mrs J Bunney.

611/18 Declarations of Interests – There were no declarations of interests.

612/18 Chairman's Announcements
Cllr S Bays told the meeting that he had received information from staff members about the workload in the office. He agreed to contact Cllr Mrs D Webb and Cllr J Greenwood about the current workload required for the Neighbourhood Plan. Cllr M Maund asked that the item be placed on the agenda for next week's full Council meeting.

613/18 Public Questions – There were no questions from the member of the public present.

614/18 Minutes of Meeting – 7th January 2019
The Clerk apologise that the minutes were not available and it was agreed to defer the matter until the March meeting.

615/18 Accounts
The Clerk had written a report about changes to be made to the financial procedures and accounts. The changes were to set up a purchase order number system and to set up a new procedure for dealing with direct debits and bank transfer payments. It was proposed by Cllr R Mannion and seconded by Cllr M Maund that these changes should be implemented. This was agreed unanimously.
The Clerk said that the Standing Orders/Financial Regulations will be altered if necessary and presented to a relevant meeting of the Council for approval.

616/18 Utilities
The Clerk told the meeting that the issue of the electricity supplies has proved to be very complicated and very time consuming, with numerous companies telephoning saying that they represent the Council. Some quotes had been received and were presented to the committee. These were discussed.

Office

It was proposed by Cllr S Bays and seconded by Cllr Mrs D Coe that a two-year tariff should be accepted for the office electricity and this was agreed unanimously. It was further proposed by Cllr S Bays and seconded by Cllr C Bigg that the quote from British Gas Lite should be accepted subject to any further information presented to the Chairman, Vice Chairman and the Clerk. If further relevant information is received and needs to be action, this is delegated. This was agreed unanimously.

Workshop, Grove Road and Grove Lake

It was proposed by Cllr S Bays and seconded by Cllr C Bigg that further investigation is required but that the quote from E.On should be accepted in principle. This will be subject to agreement between the Chairman, Vice Chairman and Clerk and any action required is delegated to them. This was agreed unanimously.

617/18 Financial Software

The Clerk circulated information about a quote for alternative financial software. Following discussion, it was proposed by Cllr M Maund and seconded by Cllr C Bigg that the RBS Omega software should be purchased at a cost of £945.00 with an additional £255.00 for annual support. This was agreed unanimously.

618/18 Financial Comparison

The Clerk circulated the financial comparison, which was noted and agreed.

There being no other business the meeting closed at 7.50pm

Signature.....Date.....