



Mrs Darby gave a brief update on current staffing matters and reported that Mrs Holland had resigned for personal reasons and had ceased her employment in June 2016. Mrs Holland would continue with Tutoring and if required support on the Local Council Awards.

#### 4.2 Staffing Budget/ availability of grants

Mrs Darby reported that the staffing budget remained on target and asked that the Finance Committee agree the permanent inclusion of a budget for the Parish Support Officer role. Members unanimously agreed to leave this in the budget and asked that any decisions made about the future of the post by the Personnel Committee were aware of this decision made by this Committee.

#### 4.3 Transparency Fund

EALC Stats – Update Mrs Darby

2015/2016	£56,000 made available for 80 Parish Councils
2016/2017	Just under £10,000 to date

50 Councils still to apply and further applications available for the 80 who received funding in the last financial year.

NALC - Update Cllr Davey

NALC are expecting to receive from Government £4.7 m over 3 years = £1.56 m per year

2015/2016 (all spent) 2016/2017 and 2017/2018

#### 4.4 Training Course Income – review of course fees and other fees

It was agreed that the course fees will be reviewed for the next meeting

After some discussion it was agreed that no charge will be made for the buffet at the AGM in 2016.

#### 5. EALC Affiliation Fee Report – Mrs Carol Hartley Updated Members

There are only eleven Councils who are yet to pay their fees this year, Mrs Darby to contact.

#### 6. NALC Affiliation Fee Review Update

The NALC Affiliation Fee group met, Mrs Darby provided an agenda and appendices on the information that had been researched.

- There are three NALC Council Members and Mrs Darby in the group, in addition a second Councillor from Hampshire attended and took part.
- Not all items on the agenda were discussed and the consensus by the three members was that they should forward plans for the Cllr Mercer Model – now named Smooth Transition Model.
- The model is currently based on the number of electors, and then at a later date it would be moved to Council Base Tax Rates.
- The group currently does not intend to meet until they hold a stand at the NALC AGM explaining the model.
- Mrs Darby is to write the notes and make further suggestions as she felt the meeting had agreed a process without any consideration of other models.
- NALC view is that CALC Representatives - Larger Councils are paying for the smaller Councils use of NALC
- NALC do not know who their Members are and therefore cannot really research this further. Mrs Darby suggested that NALC Council Members should sort this issue out.
- Essex will send their data base to Colin Mercer so that he can demonstrate the way it works, along with the other three Members present.

#### Affiliation Fee for NALC AGM

At the NALC Council Meeting the fee ready to go to the NALC AGM was agreed as 1.9% for the next two years.

On the current basis of calculation, the NALC Chief Executive is tasked to break even.

#### 7. Budget and Budget Report – end May 2016

- Year to date figures - no change
- Update the two Plan years to reflect the £500 increase in rent.
- Update the two Plan years to reflect NALC fee increase of 1.9% and EALC fee increase of 2%.
- Statement of Reserves – review to be undertaken to ensure sufficient funds to cover all short term liabilities.

Affiliation Fee increase of 2% was proposed by Cllr David McPherson-Davis, seconded by Cllr Mrs Helen Edwards, All Members present were in favour, this matter to go to the next Executive.

8. Accounts Year Ending 31<sup>st</sup> March 2016

The Finance Committee was asked to consider the approval of the Accounts, which will then be placed before the Executive in July 2016.

Accounts

Cllr David McPherson-Davis proposed to accept the accounts, Cllr Mrs Jackman seconded the proposal and it was agreed to accept them unanimously.

Audit

Members present agreed to put Mr. Howard's name forward to be the Auditor for 2016/2017 at a cost of £130 per day

EA(2013)Ltd

Mrs Hartley was instructed to send the accounts to Mrs Kathryn Richmond, to enable them to be accepted and signed, ready for filing on line.

9. Review of Processes, Procedures and Policies

The following have been identified for review before the next Finance Committee Meeting

- 9.1 Financial Risk Assessment
- 9.2 Financial Regulations
- 9.3 Fidelity Guarantee
- 9.4 Reserve Level

10. Removal of Signature to Accounts

The Finance Committee agreed the removal of Cllr John Buchanan as a signatory to the EALC Accounts. Proposed by Cllr David McPherson-Davis and seconded Cllr Peter Davey. Cllr John Gili-Ross is now a signature for the accounts.

11. Meeting Closure

The meeting closed at 11.55

OSignature .....

Date .....