

Minutes of Finance Committee Meeting held on Wednesday 1st September 2010 at 7.30 p.m. in the Village Hall

Present: Cllr Brown , Cllr Denham, Clerk.

1. Appointment of Chairman. Cllr Brown was appointed as Chairman and presided thereafter.
2. The committee proposed initial terms of reference, for amendment and approval by the Council at its next meeting. Including but not limited to banking and insurance arrangements; proposing/reviewing budget/precept, financial regulations, contracts, fees and salaries; recommending schedule of donations; monitoring expenditure.
3. It was resolved unanimously to set up a working party to propose draft financial regulations, comprised of Cllrs Brown , Denham, and the Clerk. (Proposed Cllr Brown , seconded Cllr Denham.)

NALC's model financial regulations are over-comprehensive for a Council of Uplyme's size and turnover. The Committee intends to make recommendations suitable for the PC's needs, to compile an outline of usual expenditure and income, and to determine what needs monitoring and how often. The current system (inherited by the Clerk) is not well-suited to this task, and a better way of recording and monitoring expenditure, using spreadsheets, will be sought. It may be necessary to seek outside assistance with this task.

4. The Clerk reported on proper payment of expenses and allowances to Councillors. By law, only travel and subsistence for authorised activities may be claimed as expenses. All other costs of council membership must be paid via an allowance. The level is set by the Council within amounts specified by EDDC, and the allowance must be offered to all elected Councillors, although they may choose not to take it. Co-opted Councillors are not entitled to the allowance; the Chairman is entitled to an extra allowance by virtue of his office. The allowance is taxable and must be declared to HMRC; VAT elements of the expenses so covered (e.g. phone calls) may not be reclaimed.

Cllrs Brown and Denham observed that few councillors claim such expenses currently, and if an allowance were to be introduced, this would risk increasing the precept considerably. It also seemed imprudent to pay a blanket sum without proof of expenditure when the normal rule is to require evidence before paying money out of the precept.

The meeting closed at 8.23 p.m. There was no public question time.

Signed: Date:
(Chairman)