

**Minutes of the Meeting of the Finance Committee held on Tuesday 7<sup>th</sup> July 2015  
at 7pm in back room of the Village Hall following Planning Site Inspections**

<b>Present: -</b> Cllrs C Burhop ( <b>Minutes</b> ), H Jeffery, D Zirker, M Tillotson & J Clarke	<b>Actions</b>
<b>Apologies: -</b> None	
<b>In attendance: -</b> D G Atkins (Clerk & RFO).	
<b>1.Election of Chairman of the Finance Committee</b> Cllr Burhop – nominated.  Proposed Cllr Jeffery Seconded Cllr Tillotson Unan.	
<b>2.Election of Vice Chairman</b> Cllr Zirker Nominated.  Proposed Cllr C Burhop Seconded Cllr Tillotson Unan.	
<b>3.Declarations of Interest</b> – None. Cllr Zirker asked it to be noted that he is also manager of the pavilion. Noted.	
<b>4. To agree the members as signatories on the cheques</b> It was agreed that cheque signatories would be any two of CB, DZ, MT & HJ. Bank signatory forms were distributed. (Note Mrs MT later withdrew in place of Mrs Clarke And CB confirmed she could.	<b>All</b>
<b>5. To consider further the request in respect of provision of a microphone system for use in any meeting rooms</b> CB confirmed he would compile quotes for a PA system for the Council and investigate including audio visual (AV). CB was given a key to the village hall for this.	<b>CB</b>
<b>6. Extension of grass cutting to areas formerly cut by DCC</b> To be considered once the map of DCC areas is received. DA to obtain map.	<b>DA Ongoing</b>
<b>7.Additonal Dog Poo Bins</b> DA to create map of current bins in village so we can identify deficiencies. DA to contact EDDC regarding broken bin in Burrow. CB may contact J Hunt regarding contributing to one or more bins on his land once map is reviewed. Newsletter to advise public of cost of emptying bins and locations.	<b>CB/DA EDDC bin replaced</b>
<b>8. DZ to review current finance policies in operation and consider DALC policies</b> Policies can be based on annual governance statements. DA to send any standing orders or current policies to DZ.	<b>DZ/DA</b>
<b>9.Discretionary spend fund to be included in 2016/17 budget</b> DA to bring forward when budget compiled.	<b>DA</b>
<b>10.E Slattery’s spreadsheet of accounts to be circulated for review</b>	<b>DA/CB/DZ Done</b>
<b>11. Risk Assessment will be undertaken on assets and liabilities to establish what reserve ratio the council should adopt.</b> To be carried forward to the next meeting. ( Asset Register given to DZ)	<b>All Committee</b>
<b>12.Surgery rent is due for negotiation. Renewal set for April 2016.</b>	

13. Agreed to pay G Pearce £50 for work done on maintaining the play equipment.	<b>DA Done</b>
14. DA will check if the Carters will release the restriction on £5k fund for Venn Ottery Green Maintenance.	<b>DA</b>
15. MT to ask her neighbour if he will undertake tree surgery in return for free logs on several trees in the village (particularly Venn Ottery Green).	<b>MT</b>
16. DA will approach B Woodley with respect to possibility of putting on a Summer Fete.	<b>DA Done</b>
17. CB to approach Ian Cole regarding possibility of a Firework show and bonfire night in the village.	<b>CB</b>
18. DA coordinating visit from Mrs Pitchford of DCC regarding advice on location of VAS speed sign. Signs needs to be shared with another parish in order to benefit from co-funding.	<b>DA Ongoing</b>
19. J Clarke asked if she could join the finance committee.	<b>Agreed</b>
20. Minutes of last Finance Meeting (20.1.15) were then reviewed.	<b>Noted.</b>
<b>Closure</b>	

Chairman

Date