

Minutes of the Meeting of the Finance Committee held on Tuesday 27 October 2015 in the Village Hall back Room at 7.30pm (Open to the Public)	
Present: - Cllrs: - Burhop(Chairman), Jeffery, Tillotson and Zirker.	Actions
Apologies: - Cllrs: - Cllr Clark, Non Committee Member Cllr Lipczynski.	
In attendance: - D G Atkins (Clerk & RFO)	
2.Declarations of Interest – None.	
3. Minutes of the previous meeting held on 7 th July 2015 were approved and signed.	
4.Review of items from last meeting <ul style="list-style-type: none"> • Cheques signatures. More information required by N West – confirm at next meeting. • Microphone system. It was noted this equipment had been ordered, two quotes having been reported to Council at the July meeting. Price £1,300.60. • Grass cutting extension of contract re. DCC areas. Noted, clerk awaiting meeting contractor. • Dog poo bins – ongoing, awaiting response from EDDC. • Venn Ottery Green. Noted, the Carter Organisation reminded the clerk of the agreement that the capital fund interest was “in perpetuity”. It was considered that the Trustees document setting out the agreement be referred to and considered at next meeting. • Trees at Venn Ottery Green. Cllr Tillotson said she had not received any responses from her initial request for a volunteer. • Queen’s Birthday. It was unanimously agreed to invite Mr B Woodley to overview the proceedings due to his knowledge of such in the past. • VAS Funding. It was noted that Cllr Coppell had been given the further response from Mrs Pitchford (DCC Officer). 	
5. Reports <ol style="list-style-type: none"> 1. Chairmans. <ul style="list-style-type: none"> • Firework evening. Noted risk assessment done. 200 tickets sold, more to go, cones and signage in hand. Noted Carnival Committee also had some. Clerk to contact. £200 deposit for fireworks provider. Insurance cover initiated £107 premium paid by PC. Noted whole parish leafleted by volunteers. If rescheduled no extra charges would accrue. • Microphone system – referred to above. • To receive Cllr Jeffery’s spreadsheet re. accounts, receipts and payments from April to September. Cllr Burhop presented his formula. Discussion of various aspects took place. It being resolved to take to next Council meeting. The RFO to change the current system. It was further noted the figures were based on Cllr Jeffery’s and all were in line with the bank balance. 	A
6. Any other urgent matters. None.	
7. Action Sheet update. Update noted. Burials, grave leveling, trees – cemetery &	

Green.	
8. Risk Assessment. To review and update. It was noted this was just for financial risks. The Chairman considered there had to be an assessment on all holding under Council control even the Village Hall as the Council are Holding Trustees. The clerk was requested to seek information from DALC and then report to the next meeting. Note the legislation required users to have their own RA for each function.	A
9. Venn Ottery Green. Referred to above.	
10. To start review of budget 2016/17. To include new heads of receipts and payments. To include a discretionary fund and policies along with long term items re. a capital fund. The RFO reminded the meeting of the requirements as laid down by DALC & the Clerks Association of reviewing the terms and conditions and salary of clerks as a yearly event. It was agreed that the Chairmen of Finance and Council would consider and produce a discussion document.	
Closure - The meeting concluded at 9.45pm and the Chairman thanked everyone for their attendance.	