

# Newnham Parish Council & Burial Authority

Minutes of a meeting of the Parish Council Finance and Employment Committee, held on 18<sup>th</sup> December 2017 at 7.00 p.m. in the Armoury Hall, Newnham on Severn – Page 4

Present: Chair Cllr F. Bihlmeier, Cllrs C Kenny, J Larkham & T Weeden + The Clerk.

1. **To allow Public Consultation**  
No members of the public were present.
2. **To Receive Apologies for Absence**  
None
3. **To Receive Declarations of Interest**  
None
4. **Adoption of Minutes of the Parish Council Employment & Finance held on 18<sup>th</sup> September 17.**  
Minutes of the September meeting were duly approved
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**  
**Previous audit cheque mismatch** – The clerk confirmed that having checked the rest of the cheque numbers v the income /expense report all other cheque numbers were correct.  
**Electronic banking** – the previous outlook was for electronic banking to be in place by this (Dec 17) meeting. The clerk advised that the implementation was being held up due to issues with the bank's recent efforts to update the cheque signatories. Once complete all signatory councillors should receive from the bank a link to enrol for internet banking.
6. **To Receive the Clerk's Report**  
By agenda item
7. **To Consider and Approve as follows.**
  - **Quarterly Checks of payments** – Checked payments were found to match correctly the income /expense report. It must be noted however that limited payments could be selected due to the previous cheque book not being available at the meeting. The clerk apologised for the oversight.
  - **Completeness of the Income & Expense report** – Confirmed as complete
  - **Quarterly Check that monthly financial statements presented at fully council are duly signed and balances presented match the bank statements** – confirmed as complete
8. **To Receive and Approve Emergency payments (Including December payments).**  
After consideration the December payments (in the absence of a full PC meeting) were duly approved
9. **To Consider Financial performance**  
The spend v plan report (8 + 4) was discussed and it was agreed that spending remained in line with outlooks. Additional work in the play park had driven unplanned expenditure in that area, all of which had been approved by full council. Unplanned emergency tree works due to the recent snow would also drive additional expenditure in that area.
10. **To Consider quotations received for the 3 year Hedge cutting contract for recommendation to full council**  
Two quotations had been received with one being significantly cheaper than the other. After discussion it was agreed to recommend the cheapest quote to full council on the proviso that the contractor provided two satisfactory references for similar work. The clerk was requested to obtain the quotations prior to the January meeting.
11. **To Confirm the next meeting date for the Employment and Finance Committee.**  
As per agreed schedule 19<sup>th</sup> March 2018

# **Newnham Parish Council & Burial Authority**