

**FINANCE MEETING
10th December 2018**

Nikki Bugden, Parish Clerk

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Nash Mills Parish Council Finance Meeting held at 7.30pm on 10th December **2018** at Nash Mills Village Hall, Lower Road, Nash Mills, Hertfordshire, HP3 8RT.

Present:

Vice-Chair of Finance: Councillor Rosie Moubray (acting Chair)

Committee Members:

Councillor Terence Collins

Councillor Lisa Bayley

In attendance Nikki Bugden, Parish Clerk

1) Apologies

To receive and accept apologies for absence.

- Apologies received, accepted and recorded for Cllr Maddern due to prior Voluntary commitment.

2) Interests

a) To receive declarations of interest from Councillors on items on the agenda.

- Cllr Collins asked that it be noted that he is an Associate Governor for Nash Mills Primary School in connection with agenda items 6 and 7

b) To receive written requests for dispensations for declarable interests; and

- None

c) To grant any requests for dispensation as appropriate.

- None

3) Minutes

To confirm the Minutes of the Nash Mills Parish Council Finance Meeting held on Monday 12th November as an accurate record of proceedings.

- **Cllr Moubray Resolved** that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

4) Monthly Financial Matters

a) To authorise payments made in accordance with the budget. (Monthly Schedule attached)

- NB Clerk to amend for next month as some sequencing incorrect.
- To enable new Clerk to update schedule, a full list of payments to be authorised for payment from December onwards, or to be authorised for payment in 2019 and

considered for budget setting is listed below in section d – The items being paid have been previously minuted and approved by the Committee.

- b) To note receipt of income (attached).
 - Awaiting further information to complete this fully in line with absence of Finance Chair and new Clerk not having access to bank accounts.
 - Query of 2 items credited on Lloyds accounts in December (£200 & £25). Cllr Bayley confirmed that these payments were compensation from Lloyds due to complaint re handling of recent bank mandate changes.
- c) To receive bank statements, bank reconciliation and budget report (attached)
 - To be updated and completed in full once new Clerk has full bank access.
- d) To consider and approve the following invoices for payment.
 - i) Office Outlet £151.96
 - approved (agreed in November's minutes under office set up)
 - ii) PO Box £330.00
 - approved (agreed in November's minutes under office set up)
 - iii) SLCC Membership £247.00
 - approved (agreed as an ongoing annual charge previously)
 - iv) Kompan (timber post in playground) £549.60
 - Declined- this was a quote for works that have not been approved due to price being deemed too high.
 - v) Training for Clerk -Induction £140 (January)
 - Approved via email by Finance Committee but awaiting Invoice
 - vi) Training for Clerk- Elections £40 (February)
 - Suggested Agenda Item for January 2019- be aware for Budget
 - vii) CiLCA for Clerk £180.00 (£95 in March/£95 in Sept)
 - Suggested Agenda Item for January 2019- be aware for Budget
 - viii) Etaerio Audit (not yet paid but approved in Oct) £360.00
 - Approved.

5) Update On Banking Arrangements.

- a) Lloyds Bank Mandates –update.
 - Cllr Bayley
 - Cllr Maddern
 - Cllr Moubray
 - Dave Jackson – standing for co-option this evening.
 - Clerk Nikki Bugden (listed as Greenaway on mandates as ID in maiden name)

All of the above are now on the account, Clerk awaiting pin and password.

- b) Natwest Bank Mandates-update
 - Cllr Moubray
 - Dave Jackson (see above)
 - Cllr Collins
 - Cllr Bayley has completed paperwork to be added.
- c) Nikki Bugden awaiting confirmation (listed as Greenaway on mandate as ID in maiden name) Addresses- sign authorities to change address on all accounts.
 - Lloyds account already actioned, letter for Natwest signed by all signatories for NB to hand in.

- d) To confirm payment arrangements for December's Salaries & Invoices.
- Cllr Moubray has uploaded the payments for Cllr Bayley and Cllr Maddern to authenticate and send.
 - January onwards Clerk to upload payments provided they have been approved for payment and 2 Councillors to authenticate and release payments.
 - Garage payments had previously been in arrears and should be paid in advance. This ongoing cost has previously been agreed and minuted
NB to ascertain if this can be paid via direct debit.
 - Paybureau price increase in January and they have asked for direct debit to be set up.
 - This ongoing cost has been previously agree and minuted.
NB to ascertain if this method can be used by Parish Council (see above)

6) Action List

To update the status of outstanding action points from previous meetings.

- Please see attached list

7) Next Meeting

To suggest agenda items for the next meeting of the Parish Council On Monday 14th January 2019.

- Training for Clerk- Elections £40 (February)
Suggested Agenda Item for January 2019- be aware for Budget
CiLCA for Clerk £180.00 (£95 in March/£95 in Sept)
- Suggested Agenda Item for January 2019- be aware for Budget
- Tree works for Nash Mills Primary School, as requested by Cllr Collins, all three quotes now received.

RM closed the meeting at 7.59pm.

Signature of Chair

14th January 2018