

**Evercreech Parish Council**

**Minutes of the Finance Committee Meeting of Evercreech Parish Council held this day 08 09 2020 in the rear room, Evercreech Village Hall, Victoria Square, High Street, Evercreech at 7.00pm.**

**PRESENT AT START OF MEETING: Mark Saunders Rob Reed**

**Also present: Lynn Crisp (Clerk) & 0 members of the public.**

<b>Item No</b>		<b>LEAD</b>
	Present at start of meeting Rob Reed Mark Saunders Lynn Crisp (Clerk) 0 members of the public.	
	Open Session Members of the public are invited to speak for 3 minutes. This item does not form part of the minutes of this meeting.	
001	Apologies for Absence SB - working	
002	Declaration of Interests and Dispensation None Election of Chair: MS Proposed RR Agreed Cllr Saunders agreed to be chair, subject to agreement at next meeting.	
003	Consider where we are against the budget so far this year  Village maintenance is overspent. Cemetery grass cutting underspent. 1 invoice is received for all village maintenance, per month and coded under village maintenance. Other codes are underspent. Possibly combine village maintenance and cemetery? Actuals need to be against the budget going forward. Some invoices should really be split into codes if they are for different services	
004	RFO (when appointed) to look at allocating costs. Budget issues – no costs against last year’s budget. Begun to look at budget 21 20 31% spent approx. through this year. Q: Where we have no costs allocated against budget, are we going to get costs through within the year? A: Potentially, yes. Noted that PC accounts are receipts and payments only. Establish time line for budget reporting. Draft budget to be finalised and reviewed by new RFO mid Nov. To be discussed and circulated in the budgetary meeting (full Council), mid January 2021.	MS MS MS
005	The detailed receipts & payments by budget headings report is the report the meeting agreed to send to Cllrs.	
006	Revisit Committee Terms of Reference Changes were suggested. Clerk will amend the document and circulate.	LC complete
007	Agree to review Finance Regulations Agreed Clerk will source latest model document from SALC website and email to MS for adapting to our PC, for committee agreement then for full Council agreement.	LC Complete  MS
	Date of next meeting: TBC – <b>MS</b> please email out suggested dates.	MS

Date:  
Signed

	Close of meeting 20.05	Lynn Crisp	
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Date:  
Signed