



RAYNE PARISH COUNCIL

Interim Clerk to the Council: Mrs Hazel Godfrey
Community Information Point, Gore Road, Rayne, Braintree, Essex CM77 6TX
Tel: 01376 552489
E: rpc@rayne-essex.gov.uk
W: www.rayne-essex.gov.uk

MINUTES OF THE FINANCE COMMITTEE MEETING HELD On Tuesday 11th April 2023

Present:

Councillor	Present	Councillor	Present
Michael Eldred	Yes	Martyn Stringer	Apologies
Mrs Ann Hooks	Yes	Paul Willis (Chair)	Yes
Trevor Rippingale	Apologies		

In Attendance: 1 Member of the Public

AGENDA NO.	BUSINESS	DECISION/ACTION
23/001F	APOLOGIES	
	Apologies were received from Cllr Rippingale and Cllr Stringer	
23/002F	DECLARATION OF INTERESTS	
23/003F	CONSIDERATION OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 13th FEBRUARY 2023	Proposed: Cllr Hooks Seconded: Cllr Eldred Agreed to accept the minutes.
23/004F	PUBLIC FORUM	
	There was 1 resident in attendance – no issues were raised	
23/005F	EARMARKED FUNDS	
	The Chair had drafted a document detailing the balances in the Earmarked Funds which was reviewed and confirmed as accurate. The proposed purchase of a new tractor with a cab was discussed and Cllr Rippingale is obtaining quotes for a replacement. The idea of leasing one should be considered. Nature amount – The provision of notice board was highlighted although this has previously been discussed. It should be established what other capital expenditure may be needed going forward.	
23/006F	TERMS OF REFERENCE	
	This item is to be carried over until the next meeting once Cllr Willis has been able to review the document in more detail.	
23/007F	POLICIES	
	Insurance	

	The 1/6 renewal terms have been received from Zurich showing a £100 increase mainly due to index linking of values on the schedule. Cover provided is adequate but clerk will approach BHIB for an alternative quote.	
23/008F	FIXED ASSET REGISTER	
	It was agreed that some additions were required including bins situated at the bottle bank, the new trailer, CIP office equipment. Cllr Willis updated the register which will be circulated prior to the next full council meeting.	
23/009F	BANK ACCOUNTS	
23/009F.1	Cash and reserve balances Current £7,127.32 Savings £47,122.41	
23/009F.2	Bank balance reporting It was agreed that both account balances should be reported on future Agendas and minutes	Proposed: Cllr Willis Seconded: Cllr Hooks All agreed
23/009F.3	Standing Orders Should these be reviewed annually? This will be checked with IA at the next meeting. SO for OSR hire needs to be amended back to the original amount due. April's payment was increased due to extra hire for the APA	
23/010F	BUDGET VS ACTUAL	
	The Chair had drafted a document detailing the variances to be reviewed All reviewed and agreed and variances can be explained to the Auditor.	
23/011F	ACTION PLANNING	
23/011F.1	12 month action plan 2022-2023 Cllr Hooks has updated the plan and it was agreed that nothing else needed to be included. This will be added to the next full council agenda	
23/011F.2	12 month action plan 2023-2024 Cllr Hooks has updated the plan and this was discussed and updated. This will be added to the next full council agenda.	
23/011F.3	5 year business plan 2023-2027 Cllr Hooks has updated the plan and requested that this needed to be reviewed in more detail by the committee prior to adding to the next full council agenda. Need to consider devolution aspect too	
23/012F	COMPANY CREDIT CARD All agreed this would be a positive move. Initial enquiries with Unity bank established	

	they do offer a credit card facility – the Clerk will take this forward. Financial Regs will need to be updated to include this.	
23/013F	ITEMS FOR FUTURE MEETINGS	
	Discuss IT services provision	
23/014F	DATE OF NEXT MEETING To be confirmed	
23/015F	CLOSURE The meeting closed at 9..31	