

**BARHAM PARISH COUNCIL**

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT CLAYDON & BARHAM VILLAGE HALL ON MONDAY 4<sup>th</sup> FEBRUARY 2019**

**PRESENT:** S. Carr, J. Lea, A. Deveney & D. Milward

**1.2 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**2.2 APOLOGIES:**

**3.2 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA**

There were no declarations given.

**4.2 MINUTES** of the meeting of 5<sup>th</sup> November were approved and signed.

**5.2 FINANCE**

- a. Monthly payments – It was agreed to sign cheques to the value of £514.07 – for the full list of payments (see payment schedule document on file)
- b. The Chair provided the committee with January’s bank reconciliation and online statement. This was noted and approved by the committee.
- c. Reserves – Councillors agreed that there were sufficient short to medium term projects that require the parish council to maintain the current level of reserves, and these are: picnic site, upgrade street lights, neighbourhood plan
- d. Payroll Service Level Agreement was approved subject to the retention of records being amended to 6 years plus current year.
- e. Donation requests were discussed and approved as follows: SARS £50.00, CAB same as last year (£500.00), Suffolk Family Carers £50.00, Age UK £50.00 and the committee agreed to give an amount to Barham Church once a formal request was received as well as the ongoing funds to the recreation ground as per the 2018-2019 request.
- f. The committee agreed to purchase 3 waste bins for Kirby Rise, The Crescent and Sandy Lane.

**6.2 REVIEW RISK ASSESSMENT DOCUMENT**

The committee approved the parish risk assessment document subject to the impact and likelihood columns being swapped over and the additional waste bin being recorded.

**7.2 REVIEW ASSET REGISTER DOCUMENT**

The committee approved the asset register document subject to an additional waste bin being recorded.

**8.2 STREET CLEANING & GRASS CUTTING**

The clerk was requested to identify alternative organisations for litter picking in the area.

The committee approved N P Jelley to undertake the work required off Ely Road and on the footpath between Coopers Way and Station Road in line with the quotes recently received.

**9.2 CORRESPONDENCE**

The committee were provided with a breakdown of costs of the work undertaken by Suffolk Legal in regard to the picnic site. The committee agreed that this could be paid.

The committee agreed to accept the quote provided by THaT Consultancy.

The meeting closed at 9.00pm and the next Finance Committee meeting is on Monday 20<sup>th</sup> May 2019 at 7.30pm in the Claydon & Barham Village Hall.

Chairman ..... Date .....