



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**

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### MEETING OF AUDLEM PARISH COUNCIL MINUTES OF FINANCE SUB COMMITTEE MEETING (FSC)

Monday 10<sup>th</sup> December 2019 at 10.30am

Methodist Meeting Rooms, Shropshire Street

#### PRESENT

Cllr Lynette Hopkins standing in as Chair, Cllr Paul Barrett, Cllr Geoff Seddon and the Parish Clerk - Mrs Belen (Bee) Lopez Bloor.

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors David Higham and Pat Salt.

#### 2. DECLARATION OF INTERESTS

None.

#### 3. CONFIRMATION OF MINUTES

The Councillors did not have any changes but felt that Cllr Higham should sign these given he chaired the meeting.

**Action: Cllr Higham sign off the minutes as a true and correct record.**

#### 4. GRANT REQUESTS

##### a. **General discussion about the grant policy and application process.**

Councillors Barrett and Seddon stated they were not in favour of prescribing grants without money being requested.

The Clerk read out the current grant policy and Councillors were satisfied that it was reasonably thorough and there was nothing onerous on it. They made two suggestions: to change wording from "Please note that accounts should be signed by 2 officers of the organisation and audited *if appropriate* to "Please note that accounts should be signed by 2 officers of the organisation but audited accounts should be provided if available." They also suggested changing the wording in the sentence "The Clerk will be responsible for **scrutinising** financial information in the first instance to ensure completeness. All applications will then be reviewed by the Finance Subcommittee before being considered by the Parish Council" to "The Clerk will be responsible for **reviewing** financial information in the first instance to ensure completeness. All applications will then be reviewed by the Finance Subcommittee before being considered by the Parish Council".

Councillors agreed the protocol should be that the FSC review applications and recommend their approval or rejection but also thought an application can be decided at full Council if it is appropriate e.g. the FSC is not meeting soon.

##### b. **Applications received/outstanding.**

Audlem Football Club and All Saints for £1,500.

Councillors felt parents for the All Saints football club are not paying their subs. They requested clarification from the Saints about the subs and why it is only showing £82 when it should be a lot more. Subject to this information, Councillors recommend approving the request in January.

**Action/s: Clerk to ask for further information as above and add it to the January agenda.**

Audlem Football Club

Cllr Seddon explained the cricket club pays for itself and that it was odd for the football club to ask for funding for hiring the field. Cllr Hopkins clarified it was for grass cutting. After debate Councillors unanimously agreed to pay grant of £1,000 for general contribution of costs but this

amount was not to cover the hire of the pitch. As per the grant policy Councillors also wished to stipulate there can be no presumption that funding will continue on a year to year basis.

**Action/s: Clerk to add this to the January agenda.**

ADAS for £1,500.

This was agreed at December's meeting.

**Action/s: Clerk to write a cheque.**

TAVA for £500.

The Clerk explained TAVA was founded over 15 years ago with the aim of bringing professional theatre to Audlem alongside the Cheshire Rural Touring Network and provide quality theatre productions within the village at affordable prices. Councillors therefore felt that this project does benefit the community and their grant can be considered by the FSC. Councillors pointed out their bank balance is at £72.22 so it is evident they desperately need the grant. All three Councillors unanimously agreed and recommended its approval at the next monthly meeting.

**Action/s: Clerk to add this to the January meeting agenda.**

## 5. **BUDGET REPORT**

**Action/s: Clerk to prepare this and circulate to the group.**

11.45am Cllr Seddon left the meeting.

## 6. **PROGRESSING THE RECRUITMENT OF THE ASSISTANT FINANCIAL CLERK**

No information on the salary scale as the job description needs to be finalised. This will be progressed at the internal working group meeting on 14<sup>th</sup> January 2020.

## 7. **CHALC INTERNAL AUDITOR SUPPORT TRAINING**

The Clerk wished to attend this course but Cllr Hopkins did not feel it was necessary.

The meeting closed at 11.58am.