

**Minutes of the Heydon Parish Council
Finance Committee Meeting
on 09 August 2016 at 6.30pm at 87 Chishill Road, Heydon**

Chairman: Michael Carroll
Parish Councillors: Janson Jones, MacFadyen
District Councillors: Barrett, Hales
Clerk: Yvonne Harris

Actual Start: 18:30

1. To receive any declaration of Pecuniary and non-Pecuniary Interests of Councillors
There were none declared.

2. Review of role and responsibilities of the Finance Committee

It was agreed that:

- The Finance Committee remit will be to keep under review the financial and related governance issues which arise in the annual audit with the objective of ensuring that all Councillors are fully engaged and aware of the systems in place.
- The committee will be renamed the Finance & Governance Committee.
- It is an executive committee, answering to the full council, and does not have any financial decision-making responsibilities, and does not have the ability to spend. The committee will submit recommendations to the full council for decision.
- The full council will still have responsibility for regular financial checks at parish council meetings of income and outgoings and agree annually the precept.

3. Establishment of monitoring system for compliance

Meetings are expected to be quarterly, linked to key milestones, such as the precept and annual return.

4. Discussion of priorities for revision of compliance measures

Review of Policy Document 2015: Committee members are to reacquaint themselves with the HPC Policy Document 2015. Each section will be reviewed, starting with Register of Parish Members Financial and Other Interests. Councillors should make sure that their declaration is up to date.

Review of contracts: Contracts should be in place for regular expenditure. Cllr MacFadyen to draft a specification/contract for the general grass cutting, and the Chairman to draft one for the chalk pit grass cutting.

Cllr Hales suggested that there should be a point of reference person that the Clerk / Proper Officer can go to in the event of a dispute with the Chairman of the full Council. It was decided that Michael Carroll will be the contact.

It was agreed that all parish councillors and clerk would benefit from training. Clerk to contact CAPALC for courses and upcoming dates.

5. Agenda items for next meeting

Register of Parish Members Financial and Other Interests
Standing Orders

6. Date and venue for next meeting

Tuesday 25 October 2016 at 6.30pm at 87 Chishill Road.

There being no further business the meeting was closed at 20.00 hrs.
Our thanks to Michael Carroll for his hospitality.