

**Minutes of the Heydon Parish Council
Finance Committee Meeting
on 25 October 2016 at 6.30pm at 87 Chishill Road, Heydon**

Chairman: Michael Carroll
Parish Councillors: Janson Jones, MacFadyen
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. Minutes of the meeting on 09 August 2016**
These were agreed as a true and accurate record and signed by the Chairman.

- 3. Register of Parish Members Financial and Other Interests**
Minutes of the full council on 13 September confirmed that members had updated their details to SCDC as necessary.

- 4. Review of Contracts**

(a) CGM: The Chairman had asked CGM for a copy of our original contract for grasscutting in the Chalk Pit but has not had a reply; the Clerk to chase. CGM has emailed a copy of their insurance cover for 19 October 2016 – 19 October 2017 to the Clerk.

Recommendation: Either review the original contract or, if not in place, agree a specification to send to CGM.

(b) G&R Maintenance: There is a verbal agreement with Billy Crotty to cut the grass at the triangle fortnightly at £15 per cut and trim the hedge by the church two or three times a year at £150 per time during the growing season. Cllr MacFadyen to draft a letter of contract.

Recommendation: Formalise the agreement by letter to G&R Maintenance. Consider whether to add the grassed area next to the entrance to the Bran Ditch, to be cut monthly during the growing season.

Review contracts at price increase, otherwise every three years.

- 5. Professional Development Training**
The full council had agreed to councillor training and the Clerk arranged places on sessions 2 and 3 of the CAPALC course being held in Melbourn in October and November. However, all councillors were unable to attend on 15 October.

Subsequently, Cllr MacFadyen had suggested that Sarah Scott, Gt Chishill PC Clerk (who has a Certificate in Local Council Administration (CILCA) qualification) could be asked to give tailored sessions as councillors felt that much of the content of the CAPALC course wouldn't apply to Heydon.

Recommendation: Each councillor identifies their training needs over a three-year period, and/or attends sessions run by Sarah Scott or CAPALC.

6. Standing Orders

The Chairman to go through the present Standing Orders before next full council meeting and will recommend any revisions at the meeting.

7. Agenda items for next meeting

End of year accounts

8. Date and venue of next meeting

Tuesday 07 March 2017 at 87 Chishill Road

There being no further business the meeting was closed at 20.11 hrs.
Our thanks to Michael Carroll for his hospitality.