

BURLEY PARISH COUNCIL

Draft minutes for approval at the meeting on 11th June 2014

Present Cllr Daubeney (Chairman), Cllr Martin, Cllr Clarke, Cllr Kendall,
In attendance Mrs Gale (Clerk)
Date Thursday 22nd May 2014
Place Myrtle Hall, Copse Road, Burley
Opened at 10am **Closed at** 10.30am
Subject Burley Parish Council Finance Committee and Full Council Meeting

1. Apologies Cllr Russell, Cllr Thorpe

2. Approval of Minutes of previous Finance Meeting and Matters Arising.

Resolved– that the Minutes of the last Meeting held on 2nd December 2013, having been previously circulated, be signed by the Chairman as a correct record. Cllr Martin said that he will be completing the evaluation of the cycle rack project for the STSF, NFDC shortly.

3. Approval of Accounts 2013-14.

- The reserves held by BPC were discussed and it was agreed that although more than 6 months reserves are currently held much of this is for future projects such as a children's play area and a future Living History building.
- It was unanimously agreed that £10,000 of reserves currently held in the current account be transferred to the Deposit account as soon as possible. (Proposed Cllr Martin, seconded Cllr Kendall)
- **Resolved:** It was unanimously agreed that the Accounts for 2013-14 be approved by Full Council. (Proposed Cllr Clarke, seconded Cllr Martin)

4. Review and approval of Financial Regulations

It was unanimously agreed that the NALC Model 2012, with recent amendments (previously circulated, be accepted and approved by BPC. (Proposed Cllr Kendal seconded Cllr Clarke) It was noted that Item 2.2 of the financial regulations mean that in future Councillors will rotate once each quarter to verify the reconciled bank balance produced by the clerk. Cllr Martin agreed to be the first to verify the accounts.

5. Review and Approval of Code of Conduct

Resolved: It was unanimously agreed that the Code of Conduct be approved for the following year.

6. Review continuation of the direct debit for the BPC mobile telephone.

Resolved: To continue with the regular monthly direct debit and review the contract on its expiry in November 2014. (Proposed Cllr Kendall, seconded Cllr Martin)

There being no other business, the Chairman closed the meeting at 10.30am.