

**Minutes**  
**of the MAYLAND PARISH COUNCIL**  
**FINANCE COMMITTEE**  
**meeting held in the Lawling Park Hall**  
**on Tuesday 14<sup>th</sup> July 2015**  
**at 7.08 p.m.**

**Present:** Cllr Evans (Chairman) Cllr Massenhove  
 Cllr Hawkes Cllr Pettitt

**Clerk:** Mrs Massenhove

**8. Appointment of Chairman**

Cllr Massenhove proposed Cllr Evans as Chairman of the Finance Committee. Cllr Pettitt seconded the proposal. All in favour.

**9. Apologies for Absence**

None

**10. Declarations of Interests**

No declarations of interest were received.

**11. Minutes of the Previous Meeting**

The Chairman proposed accepting the minutes from the meeting held on 14<sup>th</sup> April. Cllr Hawkes seconded the proposal, all in favour. The minutes were signed and dated as a true record.

The Chairman proposed accepting the minutes from the inquorate meeting of 9<sup>th</sup> June. Cllr Massenhove seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**12. Internal Audit**

The internal auditor's report and its recommendations were noted. The recommendations involve quarterly reclaiming of VAT, procedure for pro-forma invoices, signing of bank statements and reconciliations and creation of a more detailed asset register.

**13. Payments and Receipts**

All payments and receipts were presented to the committee. The Chairman proposed approving both the payments and receipts. Cllr Hawkes seconded the proposal, all in favour. The cheques were signed and are listed below: -

**PAYMENTS**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
09-Jun-15	EALC	Chairman's Day 1	70.00
09-Jun-15	EALC	Chairman's Day 2	70.00
14-Jul-15	Brown Bros Distribution Ltd	Gravitex paint	102.06
14-Jul-15	Clearwater Technology Ltd	Water hygiene risk assessment	324.00
14-Jul-15	BT Payment Services	Calls & rental charges	31.78
14-Jul-15	A & J Lighting solutions	Street lighting maintenance	50.40
14-Jul-15	A & J Lighting solutions	Tennis court lighting maintenance	42.90
14-Jul-15	Cummins & Jennings Ltd	Rustoleum paint & brushes	55.44
14-Jul-15	Office Is Ltd	Stationery	136.16

14-Jul-15	Fordesigns	Updating of numbers on park signs	120.00
14-Jul-15	Maldon District Council	Park Ranger services - May`	216.07
14-Jul-15	RCCE	Annual membership fee	96.00
14-Jul-15	MSJ Garwood	Grass cutting to 22nd June	1,656.53
14-Jul-15	MSJ Garwood	Weed & feed to football pitches	738.02
14-Jul-15	MSJ Garwood	Cutting Mayland Nature Reserve	74.58
14-Jul-15	Enhanced Security Solutions	Works to CCTV system	240.00
14-Jul-15	Maldon District Council	Park Ranger services - June`	210.06
14-Jul-15	Rialtas Business Solutions Ltd	Alpha software maintenance	133.20
14-Jul-15	Mrs J Massenhove	Petty cash	93.06
14-Jul-15	A Duncan	Cllr expenses - mileage	5.40
14-Jul-15	P Spires	Cllr expenses - mileage	7.20
14-Jul-15	D Leete	Staff expenses - mileage	36.90
14-Jul-15	J Massenhove	Staff expenses - parking	3.50
24-Jul-15	MPC Staff	Staff wages	1458.41
14-Jul-15	Stephen James Barrett	Graphic design services & expenses	811.00
14-Jul-15	Jamie-Scott Baxter	NP workshop facilitation & expenses	1,856.04
			<b>8,638.71</b>

#### RECEIPTS

Date	Received from	Description	£
08-Jun-15	Maldon District Council	Hall hire (elections)	161.00
16-Jun-15	Resident	Hall hire & deposit	120.00
26-Jun-15	4 Children	Hall hire	28.00
26-Jun-15	Various residents	Tennis court hire	12.00
26-Jun-15	Mayland Village Football Club	Container licence	5.00
03-Jul-15	Groundwork UK	Neighbourhood planning grant	7,092.00
09-Jul-15	Resident	Hall hire & deposit	92.00
09-Jul-15	Resident	Hall hire - July	35.00
			<b>7,545.00</b>

#### PETTY CASH

Date	Payee	Service/supply	£ Gross
10-Jun-15	Timpsons	Key cutting	6.00
11-Jun-15	Post Office	Stamps and postage	25.99
30-Jun-15	Post Office	Special delivery postage	7.25
08-Jul-15	Tec Supplies	Circuit breaker	13.80
09-Jul-15	Makro	Cleaning products	40.02
			<b>93.06</b>

The Chairman signed a copy of the payments and receipts list.

Cllr Hawkes signed the bank reconciliations and statements for June.

#### 14. Quarterly Accounts

It was noted that there are some overspends within individual budget headings, in particular, CCTV. It was agreed that virements are required and that this should be addressed at the next meeting.

**15. Membership Renewal**

Cllr Pettitt proposed recommending renewal of the parish council's membership of the Campaign to Protect Rural England (CPRE). The Chairman seconded the proposal. All in favour.

**16. Items for Next Agenda**

**The meeting closed at 7.25 p.m.**

**Date of next meeting, Tuesday 8<sup>th</sup> September 2015**