

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Tuesday 11 July at 7.30pm

Present: Tom Lindsay, Tracey Tyas, Di Warne.

Also in Attendance: Andy Parris, responsible financial officer.

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- 19.1 At the start of the meeting DW was selected to be chair of the committee for the next year. The Chair welcomed everyone to the meeting.
- 19.2 Apologies for absence: There were none.
- 19.3 Members' declarations of interest. There were none. Any dispensations requested? No. The RFO clarified that councillors who declared an interest on an agenda item could still be allowed to take part in discussions, if the chair of the committee declared that it would be beneficial to the meeting.
- 19.4 The committee agreed to minor adjustments to the terms of reference including draft agendas for its meetings. (This document is on the council's website.)
- 19.5 The committee agreed on a structure for staff performance reviews. (This document is on the council's website.)
- 19.6 Dates for future meetings. The committee agreed the dates for its future meetings.
Thurs 3 October – venue to be confirmed
Thurs 5 December – venue to be confirmed
Thurs 9 April – Sancroft Hall
These will be put on the council's website. Agendas will be posted on the website and on the notice boards around the village.
- 19.7 To consider a grant application from - Fressingfield Community Gardeners. TL declared an interest. He remained at the meeting and was asked for clarification of specific information about the application. **The committee will recommend that the council gives a grant of £75 to FCG.**
The committee discussed different ways of publicising grants are available to support local groups. **RFO to publicise in *Six Sense* and on the website**
- 19.8 Matters brought by the chair or councillors (inc matters from correspondence)
The committee discussed the benefits of commercial software to record receipts and expenditure and help to produce reports. **RFO to evaluate before next meeting**

The meeting closed at 8.35pm.

Signed:



Chair

Date

