

DAVENHAM PARISH COUNCIL

Clerk: Vicky Stock, 6 Grovemount, Davenham, Northwich, Cheshire, CW9 8LY. Tel: 07743 579 057

**Minutes of the Parish Council Finance Meeting
Held on 16th March 2016 at
Davenham Methodist Church Hall
Commencing at 7pm**

Committee Members Present:

Cllr. Peel
Cllr. Ravenscroft
Cllr. Mattinson

Apologies:

Cllr. Salt
Vicky Stock – Parish Clerk

Cllr. Peel chaired the meeting:

1. To receive Apologies for Absence and Declarations of Interest

Apologies were received from Cllr. Salt and the clerk.

There were no Declarations of Interest received.

2. To review the minutes of the Parish Council Finance Committee Meeting held on 7th December 2015.

Minutes of Meeting from the last Finance Meeting held on 7th December 2015 were approved. The minutes had also been reviewed at the Parish Council meeting in January 2016.

3. To discuss/amend Davenham Parish Council current Grant Application rules.

Councillors discussed whether there should be a 'spend by' date on grant amounts e.g by 31st March the following year. Councillors need to decide if this really could be properly administered by the clerk.

Consider wording along the lines of:

'Following your recent grant application, DPC awarded 'your grant was awarded for.....'

Please advise:

- How much of the grant was spent
- What was the grant used for?

4. To discuss Financial Regulations for Davenham Parish Council

a) to review standard model for financial regulations and amend/approve as necessary

The Financial Regulations were taken away for Councillors to review and feedback at a later meeting.

b) to consider the introduction of a pre-paid card for clerk expenses

The above item will be discussed at a later meeting due to the clerk being unable to attend the meeting.

c) to consider using paying clerk salary by Standing Order

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5. To consider any other urgent matters to be brought to the attention of the Committee.

None.

6. Agree Date of Next Meeting and Agenda Items.

The next meeting will be arranged by the clerk in due course.

7. Closure of Meeting.