



TO ALL ELECTORS OF SHEVINGTON PARISH

PC FINANCE COMMITTEE MEETING

THURSDAY 3 MARCH 2016 – 7 P.M.
SHEVINGTON LIBRARY

AGENDA

1. **Apologies** – to receive apologies from Committee members.
2. **Declaration of Interests** - to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda.
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
3. **Minutes of the Last Finance Committee Meeting (7 January 2016)** - to consider, agree and approve the signature of the previously circulated Minutes by the Chairperson as a correct record of the meeting.
4. **Quarterly Budget Monitoring – for review** (enclosed)
Members are invited to receive the budget monitoring review document.
5. **Audio Recording Equipment – for approval**
The Policy Committee instructed the Clerk to look into suitable audio equipment. This had been done. The following are suggested:
 - a) The Clerk's laptop computer has an in-built audio recorder that can be used to record sound from external sources. With the Clerk's usb condenser microphone plugged into the laptop it will be possible to make clear recordings at quite a distance.
 - b) The recordings will then need to be transferred to an external hard drive for storage. This will need to be purchased.
 - c) A small number of blank DVDs could be kept in stock so that a copy of a recording of a meeting may be provided to anyone who wishes to have one. Members of the public would have to pay a small fee for this service, e.g. £1 per DVD.

Members are invited to consider the above suggestions and approve the purchases.

6. Telephone Providers – for agreement (to follow)

7. Scanner – for agreement

In December the Committee agreed that the cost of scanners should be investigated.

Scanners vary considerably in price, depending on the quality of the equipment and the optical resolution. Costs vary from £49.99 to £249.99. In the meantime the Clerk has acquired a free App called 'Tinyscan' for her mobile. This works very well and is quite sufficient for the Parish Council's scanning needs.

Members are invited to consider the following options:

- a) To purchase a new flatbed scanner for the Council – one at the lower end of the price range (~ £50) would be quite sufficient.
- b) Maintain the status quo and use Tinyscan for the few scans that are required.

Members are invited to agree the best way forward.

8. Financial Aid Applications – for approval (enclosed)

- **Shevington Recreation Ground Trustees**

Enclosed is an application from Shevington Recreation Ground Trustees for a grant for routine maintenance of the recreation ground. There are no other sources of grant funding available locally for routine maintenance.

Members are invited to consider and approve the grant.

9. Dates of Meetings: 17 March (Annual Parish Meeting); 31 March (Council).

CONFIDENTIAL ITEMS

10. Plants & Planters Maintenance Contract – for approval (enclosed)

11. Caretaking Duties – for approval (enclosed)

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K Pilkington

Clerk to the Parish Council