

Minutes of the Finance Committee meeting on Monday 16 April at 7.30pm in the Memorial Hall.

Present: Cllrs Parkhurst (Chair) Clarke, Mrs Lewis and Moraghen

Also Present: Anne Chalkley – Clerk. Cllr Hindson

F72.11 **APOLOGIES** – Cllr Mrs Whittall (Family). **All agreed.**

F73.11 **DECLARATION OF INTEREST** – *To receive declarations of Interest of personal and prejudicial interest on any item on the agenda in accordance with Section 50-52 of the Local Government Act and The Local Authorities (Model Code of Conduct) England Order 2007.* Cllr Clarke declared a personal interest in Longmeadow park as his wife is the key holder and he is the council's representative of the Bayston Hill Crown Green Bowling Club.

F74.11 **PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were none.

F75.11 **MINUTES** – It was **proposed** by Cllr Moraghen and **seconded** by Cllr Clarke that the minutes dated 6 February 2012 be amended and brought back to the next meeting and signed as a true record. **All agreed.**

F76.11 **MATTERS ARISING** – There were none.

F77.11 **PAYMENTS** – It was **proposed** by Cllr Moraghen and **seconded** by Cllr Clarke to approve and sign the payments except for LCR subscription payment, the Clerk to arrange for only one copy for the office instead of one for each councillor. **All agreed.**

F78.11 **BANK RECONCILIATION** – It was **proposed** by Cllr Clarke and **seconded** by Cllr Moraghen to sign the Bank Reconciliation and sign off the bank statements. **All agreed.**

F79.11 **NETT POSITION BY COST CENTRE & CODE SUMMARY** – It was **proposed** by Cllr Mrs Lewis and **seconded** by Cllr Moraghen to sign of the summary. **All agreed.**

F80.11 **AUDITORS INTERIM REPORT** – The Committee reviewed the Auditors Interim Report. After discussion it was **proposed** by Cllr Clarke and **seconded** by Cllr Mrs Lewis that the recommendation number 2 regarding On-Line Banking will be carried out in the future and to challenge the fact that Bank Statements were not being signed when they had been. The Clerk to contact the Co-operative Bank with regard to the On Line Banking arrangements that was agreed before the Clerk

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transfer that has not taken place. The Clerk to write to the auditor and contact the Co-operative Bank. The Clerk was asked to invite the Internal Auditor to the Annual Council meeting. **All agreed.** On Line Banking is to be on the next agenda.

F81.11 **PETTY CASH** – The petty cash payments were seen by the committee and it was **proposed** by Cllr Clarke and **seconded** by Cllr Mrs Lewis that the petty cash for 2011-2012 be signed off as a true record.

F82.11 **INTERNAL CONTROLS REVIEW** – The committee read through the Internal Controls document and it was **agreed** that a Bad Debts Policy be produced and that the VAT Return is brought to the Finance Meetings each quarter.

Clerk

As the time was approaching 9.30pm it was **proposed** by Cllr Clarke and **seconded** by Cllr Mrs Lewis to suspend Standing Orders for a further 10 minutes to complete the Parish business. **All agreed.**

F83.11 **ANNUAL RETURN** – The Clerk circulated the Balance Sheet and as the assets were not recorded the Chair moved on to the next item.

F84.11 **PRECEPT PERCENTAGE EXPLAINED** – The document was distributed with the agenda. Noted.

F85.11 **YEARLY PLANNER** – To be deferred to the next meeting.

F86.11 **AUDIT TRIAL – BMX** – It was **proposed** by Cllr Clarke and **seconded** by Cllr Mrs Lewis that the amended audit trial for the BMX showing a underspend be signed off. **All agreed.**

F87.11 **PROPERTY REVIEW** – After discussion it was **agreed** that the Clerk bring to the next meeting a report on the sale price of the Parish Office and costings if the Clerk was to move into the Youth and Community Building.

F88.11 **INVESTMENT ACCOUNT** – To be deferred to the next meeting.

F89.11 **HR SERVICES AND TRAINING** – To be deferred to the next meeting.

F90.11 **ANY ITEMS FOR NEXT MEETING** – There were no items for the next meeting.

Meeting closed 9.40pm

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