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***‘protecting and improving the quality of life***

***for all Bayston Hill residents’***

**Clerk to the Council/RFO: Caroline Higgins**

**Chairman: Cllr Fred Jones**

**5 July 2017**

**Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 10 April 2017 in the Memorial Hall.**

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| **Present**: | Cllrs Keel (Vice Chairman); Clarke, Ms Candy; Jones and Gouge |
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| **In attendance:** | Caroline Higgins Clerk. |

*In the absence of the Chairman, Cllr Keel took the Chair and opened the meeting.*

**F18.17 APOLOGIES –** Cllr Parkhurst – work commitments.

**F19.17** **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declarations beyond those recorded in accordance with the Code of Conduct.

**F20.17** **PUBLIC SPEAKING/QUESTIONS** **AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

**F21.17** **MINUTES OF PREVIOUS MEETINGS**

* The minutes of the Finance Committee meeting held on 9 January 2017 were approved unanimously as a true record.

**F22.17** **MATTERS ARISING** – It was resolved to bring the revised Bank Mandate to the next Full Council meeting for approval in accordance with Financial Standing Orders.

The Committee noted that a monochrome copy of the approved budget had been circulated to all members.

The Clerk reported that the duplicate payment to the Public Works Loans Board referred to in minute F8.17 had not in fact been submitted so did not require adjustment. The capital balance outstanding for the loan was £750 at the 31 March 2017.

**F23.17 NETT POSITION AT FINANCIAL YEAR END -** The Clerk presented the year end position, as represented on the summary spreadsheet provided with the meeting papers. It was noted that the earmarked reserve column had not been updated although it did not affect the balances in the bank accounts. The Clerk undertook to update the earmarked reserve fund to show the expenditure on Parr’s Pool.

**F24.17 BANK RECONCILIATION –** The Committee noted the bank reconciliation incorporated in the summary spreadsheet and compared it to the copy bank statements dated 31 March 2017. It was resolved unanimously to approve the year end bank reconciliation and the Chairman signed the Clerk’s copy.

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**F25.17 FINANCIAL SPOT CHECKS** – The Committee noted and approved the updated schedule of monthly financial spot checks to be undertaken in the Parish Office by members of the Finance Committee.

**F26.17 ASSET REGISTERS –** The Committee noted and approved the updated asset register after noting that Parish Council fixed assets have not traditionally been subject to appreciation or depreciation. *(Additional note: The regulations on accounting for fixed assets changed in 2016 but any change to the accounting system used by the Council must be by resolution and would require the restatement of the previous year’s accounts to reflect the revised system).*

It was suggested that the redundant computer originally provided by Shropshire Council be returned to them or disposed of securely, having due regard to data protection.

**F27.17 FINANCIAL RISK ASSESSMENT -** The Committee reviewed the draft Financial Risk Management Plan prepared by the Clerk;

* **Lone Working:** The Clerk reported that staff did not presently have access to personal alarms but all carried mobile telephones. It was suggested that personal alarms could be leased and Cllr Candy offered to provide details of suitable suppliers for consideration.
* **PAT Testing:** Cllr Candy proposed that annual PAT testing is no longer required and suggested the Clerk confirm this by checking the current guidance issued by the Health and Safety Executive. It was further proposedto adapt the control measures to reflect the latest HSE guidance and to incorporate an electronic link to the guidance into the risk assessment document.

It was then **resolved** to recommend that the risk assessment be approved by the Full Council with the recommendation that personal alarms be provided as soon as possible.

**F28.17 INSURANCE REVIEW –** The Committee noted that the Clerk had arranged a meeting with the insurance broker to review the requirements of the Council and to obtain three quotations for consideration by Full Council in May.

**F29.17 ANNUAL REPORT** – The Clerk tabled a draft financial report for inclusion in the Annual Council Report. The Committee approved the report with the inclusion of two small amendments.

**F30.17 TO REVIEW THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROLS –** The Committee resolved that each member would review the Statement as prepared by the Clerk and satisfy themselves individually as to the accuracy of the assertions made or identify any actions required. *(The Clerk will make records available to Committee members on request).*

**F31.17 PAYMENTS –** The Committee resolved unanimously to approve the schedule of payments tabled by the Clerk including a retrospective authority for an urgent payment in March *(see payment schedule)*.

The invoice for water rates for Longmeadow Toilets was approved with an observation that the cisterns should be kept drained to avoid the risk of Legionnaire’s Disease

The Committee **resolved** to approve the fee to check the suspect electricity meter in the Youth and Community Building.

**F32.17 FINANCE ROLLING PROGRAMME –** The Committee resolved to investigate the benefits of appointing an energy broker to ensure best value is obtained for all utility supplies. (**Action; Clerk)**

**Meeting closed at 8:47 pm**