

Clerk to the Council/RFO: Vacant
Locum Clerk: Anne Cousins
Chairman: Cllr Fred Jones

6 October 2016

Draft Minutes of a Finance Committee Meeting held at 7.30 pm on Monday 11 July 2016 in the Memorial Hall.

Present: Cllrs Parkhurst (Chairman), Gordon, (Vice chair), Clarke, Jones, Ms Candy, Gouge and Keel.

In attendance: Caroline Higgins Clerk.

F33.16 ELECTION OF CHAIR AND VICE CHAIR – The Committee resolved to re-elect Cllr Parkhurst as Chair and Cllr Gordon as Vice chairman.

F34.16 APOLOGIES – Cllr Candy - On holiday - Accepted

F35.16 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST – Cllr Clarke stated his wife was employed as the key holder at Long Meadow and that he was the Parish Council representative for Bayston Hill Crown Green Bowling Club. No other declarations beyond those recorded in accordance with the Code of Conduct.

F36.16 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS – There were no members of the public in attendance at the meeting and no written questions submitted.

F37.16 MINUTES OF THE MEETING HELD ON 11 APRIL 2016 –

- F19.16 Cllr Clarke proposed a correction of line 2, page 2; confirming that the base was stone, not concrete as per the draft.

Following agreement of this point, Cllr Gordon proposed and Cllr Clarke seconded that the minutes be approved with the proposed amendment.

F38.16 MATTERS ARISING –

- F8.16 Review of Cost Codes – It was noted that this work was ongoing. **(Action Clerk)**
- F19.16 The Clerk presented a report on the financial authorisations associated with the purchase of the Kubota tractor and trailer. It was proposed by Cllr Keel that in future, details of the relevant committee having the authority to spend be clearly detailed on the project planning form. **(Action Clerk)**. Cllr Clarke pointed out that the Full Council had authorised the additional expenditure for a storage container and base, in accordance with Financial Regulations.
- F22.16 Five Year Plan – The Chairman proposed that the Clerk is the appropriate person to prepare a draft strategy but suggested she did not have time at present. He proposed that the item becomes a standing agenda item but be commenced at an appropriate time. Cllr Clarke seconded him and observed that the strategy should take account of the outcomes of the Community Led Plan and devolution of services from Shropshire Council.

- F24.16 Bank Account Review – The Clerk confirmed she was awaiting details of the investment account used by the Fletcher Trust before pursuing this option further. **Action: Cllr Clarke & Clerk**

F39.16 PAYMENTS - The list of invoices becoming due for payment was tabled by the Clerk. The invoice relating to water charges at the Pavilion was queried. It was confirmed that any water charges attributable to the upkeep of the bowling green were recharged to the Bowling Club after deduction of an agreed annual contribution by the Parish Council. The Clerk was asked to make this recharge clear on future payments lists for the benefit of public scrutiny and to include a note in the Annual Report stating that all costs exceeding £1,500 are recharged to the club. (**Action Clerk**)

F40.16 BANK RECONCILIATION – The Clerk tabled a bank reconciliation to the end of July 2016 (Q1) presented as a Receipts and Payments spreadsheet instead of an Income and Expenditure Scribe report. The Clerk reported that as she had been unable to reconcile the year end on Scribe she had been unable to start the new financial year with confidence and had devised the spreadsheet as an interim measure. The Chair proposed that the Clerk seek the advice of the Internal Auditor as to whether the spreadsheet satisfied the audit requirements and if so, to maintain the spreadsheet until new arrangements can be implemented in 2017/18. **This was unanimously resolved.**

Cllr Jones proposed, Cllr Keel seconded and the Committee resolved unanimously to approve the Bank Reconciliation as accurate.

F41.16 NETT POSITION BY COST CENTRE & CODE SUMMARY – This report was unavailable and was deferred to the next meeting at which quarters 1 & 2 would be reviewed together.

The Clerk confirmed that she recommended the Earmarked Reserves be merged into fewer Cost Codes. This would form part of her ongoing review of cost codes referred to under minute F8.16. These proposals will be brought to the Finance Committee for approval.

F42.16 REVIEW OF THE FINANCE ROLLING PROGRAMME – It was noted that in previous years the Finance Committee had reviewed the audited accounts before taking them to Full Council for ratification. It was resolved that this would be reinstated in 2017.

F43.16 ITEMS FOR NEXT MEETING – It was **resolved** that no new items should be added to the next agenda

F44.16 EXCLUSION OF THE PRESS AND PUBLIC - Cllr Jones **proposed**, Cllr Keel **seconded** and it was **RESOLVED** to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 to discuss confidential matters, which are recorded elsewhere.

Meeting closed at 8:30 pm