

## East Donyland Parish Council

Finance & Personnel Committee Meeting – 3<sup>rd</sup> May 2017  
The Football Club, Rectory Road, Rowhedge starting 7pm.

### MINUTES

The Vice Chairman, Doug Clay, opened the meeting at 7pm as acting Chairman, Cllr Tony Pullon having resigned from the committee on the 2<sup>nd</sup> May.

**Present:** Cllrs D Clay, A Appleyard, R Helliwell, P George; Clerk - N Matthews

- 01/17 To receive and accept apologies and to note absences:** Apologies received from Cllr Crouchman.
- 02/17 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none
- 03/17 To approve the minutes of the meeting held on 22 March 2017:** RH proposed, DC 2<sup>nd</sup> - agreed.
- 04/17 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 05/17 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:**
- i) Annual Governance Statement for the year ending 31.03.17
  - ii) Accounting Statement (Annual Return) for the year ending 31.03.17
  - iii) Financial statements for the year ending 31.03.17
  - iv) Bank reconciliations (current, deposit and debit card) 31.03.17:
  - v) Budget 2017-18:
- All documents were noted and approved, with thanks to the Clerk for preparing them. Items i) and ii) to be recommended for approval at full council on 11.05.17.
- 06/17 To consider any current and future training needs of the Clerks, RFO & Councillors:** None at present; noted that the Clerk has set aside hours to complete the CiLCA portfolio in May.
- 07/17 To receive the internal audit report for the year ending 31.03.17, carried out by Jan Stobart on 24.04.17:** Noted, the report reflects the good procedures and controls that the council has in place, with only two minor issues to be addressed.
- 08/17 To note the revised Asset Register as at 31.03.17:** Noted; NM to add the dog bag dispensers.  
*Action – the Clerk.*
- 09/17 To receive an update from the Clerk regarding forthcoming leave requirements:** NM has advised the Chairman of training leave requirements for May, and will advise further dates for stage 2 leave requirements for May - August after a meeting on 9<sup>th</sup> May. *Action – the Clerk*
- 10/17 To review the Action List pertinent to the Finance & Personnel Committee:** noted.
- 11/17 To note the time and date of next meeting as 26 July 2017, 7pm:** noted.

The meeting closed at 7.09pm.

Agreed as a true record.

Signed: ..... Date: .....