

East Donyland Parish Council
Finance & Personnel Committee Meeting – 23rd March 2016
The Football Club, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Chairman, Cllr Phil George, opened the meeting at 7pm.

Present: Cllrs P George, T Pullon, D Clay, R Helliwell, Clerk - N Matthews

62/15 To receive and accept apologies and to note absences: Cllr G Malcolm absent.

63/15 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda: none.

64/15 To approve the minutes of the meeting held on 27th January 2016:
TP proposed, DC 2nd, all agreed.

65/15 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: no members of the public present.

66/15 To review the budget, finance & reconciliation reports produced for the meeting:

i) Current year budget report 01.03.16:

It was noted that there are payments of approximately £5,500 for March, leaving a year end budget surplus of over £7,000 in addition to the £5,000 to be transferred to earmarked reserves.

ii) Bank reconciliations (current 01.03.16, deposit 01.03.16 and alto card 01.03.16): noted.

67/15 To review the actions required by the RFO and council to produce and agree the year end accounts for 2015-16 and the timescales for completion – refer attached:

It was noted that the Jan-Mar VAT return will also need to be completed before the year end processes are completed on Rialtas (software previously called Alpha).

The dates have now been set for both the internal audit and for the submission of accounts to the external auditors, and slightly altered procedures have been issued for the publication of accounts for public inspection. The committee discussed whether the council might seek to publish draft accounts earlier than the date proposed, to demonstrate what the council has achieved financially in 2015-16, but it was agreed not to pursue this option.

The committee noted that it is useful to have the structured timescale in place.

68/15 To consider any current and future training needs of the Clerks, RFO & Councillors:

i) To note that the Clerk will now complete the CiLCA registration (cost agreed previously ref 20/15), giving a max 12 months for the portfolio to be completed and submitted: noted.

ii) Assistant Clerk - Exclusive Rights of Burials course, 10th May 10am - 1pm, cost £50:

PG proposed that this training be approved; RH 2nd, all agreed.

69/15 To note the changes to the state pension that will take affect from 6th April and the impact on EDCP as employers – refer attached:

Noted – there is minimal impact on both staff and the council from these changes.

70/15 To note that the 6 month staff reviews have been completed, and to confirm that the Clerk has satisfactorily completed the probation period required: noted.

60/15 To review the Action List pertinent to the Finance & Planning Committee:

Noted – no further actions.

61/15 To note the time and date of next meeting as 4th May 2016, 7pm: Noted.

The meeting closed at 7.12pm

Agreed as a true record.

Signed: Date: