

East Donyland Parish Council

Finance & Personnel Committee Meeting – 4th May 2016
The Football Club, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Chairman, Cllr Phil George, opened the meeting at 7pm by thanking Cllr Malcolm for all his hard work during his time on the Committee, in particular with regard to personnel matters.

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

01/16 To receive and accept apologies and to note absences: all present.

02/16 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda: none.

03/16 To approve the minutes of the meeting held on 23rd March 2016:
PG proposed, RH 2nd, all agreed.

04/16 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: no members of the public present.

05/16 To review the budget, finance & reconciliation reports produced for the meeting and to note & approve any necessary virements:

i) Review of EDPC's Internal Controls, carried out 31.03.16: The committee approved the review, and requested that an additional column be inserted for future use, stating the date the document was last amended. *Action - NM*

ii) Annual Governance Statement for the year ending 31.03.16: noted and approved.

iii) Accounting Statement (Annual Return) for the year ending 31.03.16: noted and approved.

iv) Financial statements for the year ending 31.03.16: noted and approved.

v) Budget 2016-17: it was noted that the £2,500 in signs and noticeboards relates to the interpretation panels, and the final estimated balance of £5,000 to be drawn from reserves is as agreed by council.

vi) Bank reconciliations (current, deposit and alto card) 31.03.16: noted.

Items i), ii) and iii) to be recommended to full council for approval on 12.05.16.

06/16 To receive initial feedback from the internal audit for the year ending 31.03.16, carried out on 04.05.16:

Jan Stobart has completed the main part of the audit and has signed off the annual return accordingly as she has no concerns regarding the council's practices and processes.

Unfortunately, she arrived late and was unable to complete the full audit in the time available so will return on 16.05.16 to complete the remaining sections pertaining to VAT, payroll and invoices. A full report to follow once the audit is complete.

07/16 To note the revised Asset Register as at 31.03.16 – attached: noted.

08/16 To consider any current and future training needs of the Clerks, RFO & Councillors:

The Asst Clerk will attend cemetery management training on 10.05.16 as agreed. The Clerk still needs to allocate more time to CiLCA and may seek to set aside a week in the summer to complete some modules – the portfolio needs to be submitted within one year.

09/16 To receive a letter from Unity Bank detailing changes being made to their terms and conditions, including a new monthly charge of £6 for the current account, and ceasing to pay credit interest on current accounts (refer attached): 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 27th July 2016, 7pm: noted.

The meeting closed at 7.23pm.

Agreed as a true record.

Signed: Date: