

Swilland and Winesham grouped Parish Council

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MINUTES

Finance Committee Meeting Monday 31st October 2016 at 7.30pm in the School Room at Winesham Baptist Church

1. Chairman welcomed everyone to the meeting. Present: Dr Nicol (Chair), Mr Rush, Mr Lightfoot, Mr Stanley and Clerk.
2. No Councillors' declarations of interest.
3. Minutes of the Finance meeting of 7th December 2015 confirmed as a true record.
4. To approve and adopt Financial Regulations based on NALC 2016 model regs.

This was a recommendation by the Internal Auditor, to include the Public Contracts Regulations. There was a discussion around identifying the differences between our current Financial Regulations (2013) and the new NALC model regs 2016. The detail would be scrutinised outside of the meeting.

5. To address the audit issues from BDO Annual Return

Clerk went through the following with the Committee to resolve all the issues raised by BDO:

a) Risk Assessment (Issue)

Solution: To ensure future financial risk assessment is reviewed within the financial year of audit, it would be added to the AGM agenda every year hence. This year has been assessed in July 2016 PC meeting.

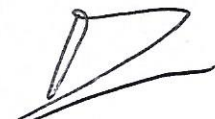
b) Grant Monies Included in box 2 of Annual Return (minor issue)

Solution: Separation of Income Support Grant from Precept (combined remittance from SCDC) would be carried out from now on.

c) Review Internal Auditor's Recommendations (issue)

Clerk went through the following from the Internal Audit with the Committee:

- Update Standing Orders to include Public Contracts Regulations. Agenda item for November 2016 PC meeting.
- All items of expenditure over £100 were published on web site June 2016



- 2015 Section 2 of Annual Return published on web site May 2016.
- 2016 all relevant Sections of Annual Return published on web site by July 2016.
- Published 2015-2016 Internal Audit Report on web site July 2016
- New councillors and Councillor's roles to be added to website, which was done July 2016
- Publish Asset Register. Asset Register creation is currently being done by the Clerk and is work in progress. In line with transparency Code, all items of expenditure above £100 and all public land assets published on web site July 2016
- To produce a year end Receipts and Payments summary: In progress with Clerk in readiness for 2016/17 audit
- To review and consider the Internal Auditor's report: This will be on PC agenda Jan 2017
- The Council should minute the receipt of the Annual Return and consider the external auditor's report: Acknowledged in Sep 2016 PC meeting
- To sequentially number minute pages: Clerk had adopted a page x of y page numbering for all minutes from September PC 2016 onwards, utilising the unique sequenced meeting header to complete this (e.g. SWgPC/PC/05/16)

6. To Review Parish Council spending for the year so far.

The Budget, Expenditure/Income, Cashbook spreadsheet was referenced. The conclusion by the Committee was that the Council is doing okay and possibly under spending. Ipswich Building Society account was discussed in terms of reserves facility.

7. To review the rents levied at the Playing Field and Allotment Gardens.

The Committee discussed these items and agreed to "No Change" unanimously.

8. To consider the Parish Council Budget for 2017 – 2018

The Budget spreadsheet was referenced, discussed with estimates agreed and entered.

9. To set the Precept for 2017 – 2018

The Committee considered this based on the figures available and previous discussions. It was agreed to keep the precept level unchanged at £12750, but would the Council would anticipate an increase in 2018/19 financial year.

10. To review Ipswich Building Society account

This had been discussed under other agenda items and it was agreed to leave this account as is.



11.To decide on future of Petty Cash.

The anomalies associated with the non use of the Petty Cash (standing at £8.75p) were outlined and discussed. It was proposed by Mr Stanley to bank the £8.75p into Barclays and close down the Petty Cash, seconded Dr Nicol:
Carried

12.Date and time of next Finance Committee meeting

TBA

Meeting closed at 9:05 p.m.

A handwritten signature in black ink, appearing to be 'M. Stanley', is located on the right side of the page.