

Burwash Parish Council Finance Committee

Minutes of Burwash Parish Council Finance Committee

Held on the 23rd May 2018, at 7.00pm in Parish Room (Internet Room), The Bear Car Park

Present

Chair – Cllr Dixon, Cllr McBride and Cllr Pope

1. Questions and Comments from the public

No public were present.

2. Apologies for Absence

Apologies received and noted for Cllr Elmslie and Cllr Moore

3. Disclosures of Interest

No declarations made.

4. Accuracy of the minutes of the previous meeting

RESOLVED – minutes of the Council Meeting held on 3rd May 2018 are a correct record of that meeting.

5. Finance (standing item)

Members reviewed and noted the Budget Monitor, Statement of Earmarked Reserves and Bank Reconciliations for the end of year and the accounts for 2017/18 have now been confirmed with Rialtas and closed.

The Clerk noted that although items had been put under the wrong headings throughout the year she had picked up most of these. Monies that had not been spent throughout the year from the earmarked reserves but this was not a problem as it can be done at the end of year as long as it is done within the correct financial year.

RESOLVED – The Chair asked the Clerk to develop a ‘Plain English’ document for each quarter explaining the accounts with support from the Chair on the detail required. When an explanation is needed, either in monthly or the Finance Committee papers, the relevant papers will be clearly annotated.

6. Confirmation of meetings dates 2018/19

RESOLVED – the following dates and meetings for the Finance Committee

Finance Committee Meetings 2018/19	
23/05/18	Preparation of audit and documentation for internal/external audit reviewed. Review of earmarked reserves
26/06/18	1st Quarter review
25/09/18	1st draft of budget review and draft of 6 month review.
30/10/18	GRANT AWARDING EGM – Please note this is an EGM for all councillors not just Finance Committee members
04/12/18	2nd draft of budget in view of grants awarded in November
26/02/19	End of year forecast and review of earmarked reserves, asset register and risk assessments ready for end of year audit
16/04/19	Preparation of audit and documentation for internal/external audit reviewed. Review of earmarked reserves

7. End of year Report

The Clerk submitted a draft report 15% + or – between 2016/17 and 2017/18 and identifying the reasons for this as outlined in the below table.

Annual Report	Last Year 2016/17	This Year 2017/18	Variance £	Variance %	Notes
Box 3 Total other receipts	£1,009	£9,497	+£8,488	841.23%	There was a grant for the Neighbourhood Plan work of £8,700.
Box 6 Total Other Payments	£23,903	£29,621	+£5,358	23.92%	<ul style="list-style-type: none">£3865 spent on Neighbourhood Plan costs including consultant£2,300 extra spent on grants in 2017/18£800 less in repairs

Reserves

Councillors reviewed the earmarked reserves and agreed to postpone until the 26/06/18 finance meeting and to take recommendations to the July full council.

9. Risk Assessments

It was agreed that the full reports would go to full council in June. Any actions not taken need to either be actioned as soon as reasonable or reasons given why not.

10. Confirmation of processes for cheques and payments

The RFO produced an outline paper to remind all Cllrs the processes for income and payments as per the financial regulations:

- Only the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- A member may not issue an official order or make any contract on behalf of the council.
- The council will not maintain any form of cash float. All cash received must be banked intact.

The RFO noted that there had been too many personal cheques to Councillors over the last 10 months. This is not good practice as outlined above in points 9 a - c and payments should always go through the Clerk unless agreed specifically at full council if it is required.

It was also noted that expenditure under budget headings should not take place until the portfolio holder has brought an outline budget clearly breaking down the proposed expenditure and if relevant income. Not doing so is not transparent to other Cllrs but also members of the public who have a right to see how public money will be spent before it is spent in case there are any objections or queries either Cllrs or the public wish to raise.

11. Information for noting or including on a future agenda.

12. Meeting closed at 8.45pm