

Minutes of the Finance & Administration Committee meeting held on Monday 11th August 2014 8.00pm in the Parish Council Office

Present: HM Smith (Chair) RT Summerfield JE Coston RJ Farrington I Tyes
The clerk

1. **Apologies:**
None received. All committee members present.
2. **To approve the minutes for the Finance & Administration Committee meeting on the 21st July.**
Minutes approved and signed as a true record.
3. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
- none
 - c) **To grant any requests for dispensation as appropriate.**
4. **Bank Reconciliation**
Santander and CBS – Community Care accounts balanced. Our main co-operative account is out by £80.00. After extensive searches we cannot as yet find the amount. Clerk to speak to Andrew Pickering who engineers Scribe to see if there was a fault with the carry over process. As a lot of hours have been already spent looking into the problems it was agreed that Clerk will not spend a lot more time investigating providing the figure does not change. Clerk to transfer the end of year figure from the CBS account to the co-op account.
5. **VAT.**
The VAT has been added to any purchase on Scribe that was missing it, providing that it appears on the invoices. The VAT for the first claim was £1659.41
6. **Receipt Book** Two receipt books to be ordered. To include triplicate numbered pages. First page to be signed upon receipt to acknowledge start of book.
7. **Internal Auditors response.**
HS drafted a letter in response to the Internal Auditor comments received in June. It was agreed that instead of sending a letter and responding, we would raise the action points and suitable responses at the Parish Council Meeting on the 1st of September 14. These can then be shown to the internal auditor when they return for their intermediate check.
Clerk to make sure that all Councillors receive a copy of the Internal Auditor letter and MPC comments.
9. **Date of Next Meeting** 20th October 2014 7.45pm in the PC office.
HS to sit with clerk before the agenda is due to go out to make sure accounts reconcile and that the correct reports are sent out with the agenda.

Meeting closed at 8.55pm

Signed.....

Date.....