

Minutes of the Finance & Administration Committee meeting held on Monday 30 April 2012 at 7.30pm in the Parish Council office

Present: RT Summerfield (chair) IF May HM Smith I Tyes
The clerk

1 Apologies for absence – JE Coston.

2 Declarations of interest – none.

3 Minutes – the minutes of the meeting of 23 January 2012 were approved and signed as a true record.

4 Matters Arising

S106 Account (F&A4/01-12) – IFM still to sign the passbook.

CRB check (F&A7/01-12) – confirmation that a CRB was not necessary (email from SLCC 24/01/12).

5 Bank Reconciliation and Bank Statements - these were reconciled as at 31 March 2012.

6 Debtors and creditors at year end

There were no long term debtors. Since 31st March the outstanding Community Care hire fees had been received. One Community Care debtor still remained.

There were a few debtors relating to Minibus hire fees due in March. Noted that the minibus account would continue to show on Council's balance sheet until the final hand over to the 50th Milton & Landbeach Scout Group.

The clerk had written off a creditor of £709.72 relating to the youth club outstanding since 2005.

7 Minibus Accounts 2011/12 - these were reviewed.

8 Notice of Audit (Min PC 10/04-12 refers)

- Internal to be arranged after 14th May.
- External 6 June

9 Budget and Year End Actuals - these were reviewed.

S106 money £1372 not budgeted – to be used for community project eg play equipment, village seat. This money was kept in a separate account and clearly identified in the accounts.

Administration costs were under budget – contingency £2500 not used; clerk, assistant clerk salaries and insurance premium under budget.

Play was over budget for the first time in many years (by £431) .

10 Recommendation that Council approve Accounts 2011/12

AGREED to recommend that Council approve the accounts as presented.

11 Appointment of internal auditor 2012/13

AGREED to recommend that Council appoint S Wilson, Canalbs Ltd as Independent Internal Auditor 2012/13

12 Date of next meeting – 23 July 2012

It was noted that Council had not officially appointed Sue as RFO – to be considered at APCM.

Action: the clerk

The meeting ended at 8.05 pm.

Signed.....Date.....