

Minutes of the Finance & Administration Committee meeting held on Monday 20th October 2014 at 7.50pm in the Bowls Pavilion

Present: HM Smith (chair) JE Coston RJ Farrington I Tyes RT Summerfield
D Geasor

1. Apologies:

Clerk - personal.

2. Declarations of interest and dispensations:

- a) To receive declarations of interest from councillors on items on the agenda – none.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any). - none
- c) To grant any requests for dispensation as appropriate – none

3. Approval of Minutes:

The Minutes of the 11th August 2014 Finance & Administration Committee meeting were approved and signed.

4. Bank Reconciliation:

Noted that Santander Bank statement was needed to confirm account balance.
All other accounts reconciled.

5. Review of Year-to-Date Actuals:

General concern over categorization of various items in Cost Centre Year Comparison Summary. HMS to meet with the Clerk to discuss classifications. JEC suggested having an expanded listing/description for budgetary items. Specific concerns include:

Office expenses and Office sundries: Both seem high. Concern that items like postage are included, which should be individually itemized. Queries about Helping Hands and audit fees.

Professional training: Appears to be only one day. Should there be more here?

Youth Building: Items which should be under Youth Workers/Courses appear to be listed here.

Legal/Land/Survey: Items listed here should come first from S106 monies, then from Capital Schemes.

Payroll, Payroll NI, PAYE, etc: Various categories for Payroll, including National Insurance (NI) and PAYE, should be clarified, e.g. as per employee. HMS noted that parish council's part of NI payments should now be up-to-date with HMRC.

Pension: Query as to why no payments have been made thus far.

6. Review of Debtors and Creditors:

Noted that there was no broken down listing for Debtors & Creditors. [There is a difficulty with downloading this information from Scribe.]

7. VAT:

Queries about claiming back VAT paid on utility bills, e.g. electricity, phone and broadband. Noted that the voucher 132 on Payments List for office expenses (stationery) should list name of business on receipt rather than the Clerk's name.

8. Receipt book:

Noted that Community Care Warden and the Clerk each have a receipt book. Receipt books are for cash received. Noted that deposit information should be included. Query as to whether cheques should be included. Query as to whether there should be separate books for allotment rents, cemetery interments, community care fees, etc. HMS and JEC to work out logistics.

9. Review of new financial regulations:

HMS and IT to review new financial regulations and list changes for December parish council meeting.

10. Appointing the internal auditor:

Noted that proposal to appoint Canalbs as internal auditor needs to be on November parish council agenda for entire council to approve. HMS to contact Canalbs and request to be present for interim audit.

11. Upload amount for Alto Card:

Noted that Alto Card is a debit card from Unity Bank to be used as a petty cash account. £100 to be uploaded onto the card.

12. Unity Bank update:

Signatures required from various councillors as well as completed forms for application.

13. Date of next meeting:

Monday 19th January 2015.

Meeting closed at 9.40pm .

Signed.....

Date.....