



LINDFORD PARISH COUNCIL

FINANCE COMMITTEE MEETING - MINUTES

**Finance Meeting held on 11th June 2014
At 7.00pm at Lindford Village Hall**

Present

Cllr Emma Blackwell (Chair of Finance)
Cllr Ian Skelton-Smith
Cllr Banks Van Zyl Cllr Derek Barr
Annette Gould (Clerk)

F1/14 Apologies for absence

Apologies had been received from Cllr Matt Evans

F2/14 Declarations of interest

There were no declarations of interest

F3/14 Minutes of meeting held 10.12.13

Cllr Blackwell proposed and Cllr Barr seconded that the minutes be accepted as a true record of the meeting. APPROVED

F4/14 Consideration of Draft Financial Regulations issued by NALC

The Clerk had previously circulated details of these regulations together with recommendations for consideration and amendment.

During discussion the following changes were agreed

- Item 1.6 This should now read “A breach of these regulations may constitute gross misconduct”
- Item 2.2 The words “or a cheque signatory” and “Finance Committee” were removed
- Item 3.3 “The Parish Council shall be mindful of these forecasts when considering a budget” was added to this paragraph
- Item 4.3 This clause was removed
- Item 5.1 “The Council shall seek credit references in respect of members or employees who act as signatories”. This sentence was removed.
- Item 5.6 This clause was removed
- Item 5.7 This clause was removed
- Item 6.6 The words “or Finance Committee” were removed
- Item 6.8 “at least every two years” was changed to “annually”
- Item 6.19 This clause was removed
- Item 6.20 This clause was removed
- Item 6.21 The second sentence was amended to “Any payments made by the Clerk or RFO.....”
- Item 6.22 This clause was removed
- Item 9.10 This clause was removed

It was agreed that if expenditure was less than the budget for a specific project then this money should be held as reserves for a similar work. In the case of the budget for the Village Hall it was agreed that if income should exceed expenditure the surplus should be reserved for maintenance of the Village Hall.

F5/14 Consideration of requirements regarding financial matters detailed in newsletter from Insurance Broker (Spring Parish Matters)

During detailed discussion of the policy requirements for Fidelity Guarantee (Employee Dishonesty) it was agreed that the current procedures were deemed to be adequate to comply with this document. It was agreed that as an added safeguard the Chair of Finance would regularly inspect the bank statements to compare the figures with those quoted on the monthly Statement of Account sent to Councillors and approved at Parish Council meetings. The bank statement and statement of account would be signed by the Chair to indicate this had been checked,

F6/14 Comparison of costs to date with budget 2014/15

Details had been circulated to Councillors prior to the meeting. It was agreed that the income and expenditure were in line with the budget. There was discussion relating to Councillors expenses and it was suggested that each Councillor could receive an annual allowance to cover stationery, ink cartridges etc. Mileage costs incurred whilst on Parish Council business would be chargeable separately. It was agreed that the Clerk would contact HALC for further information and the proposal would be put to Councillors at the next Parish Council meeting

The meeting closed at 8.50pm

Signed.....

Date