



Meriden Parish Council

the centre of england

FINANCE COMMITTEE MEETING

28th January 2016 @ 6 p.m.

Present: Cllr M Lee (ML), Cllr R Weaver (RW), Cllr M Haque (MH) and Officer Mrs Barbara Bland (BB).

1. Welcome & Apologies

Chair opened the meeting and no apologies were recorded.

2. Finance Committee Membership

2.1 Terms of Reference

Discussed and BB is to draft terms of reference in accordance with standing orders and financial regulations.

Action: BB to download WALC guidelines for committee terms of reference and personalise for MPC to be agreed at next meeting.

3. Budget 2016-17

3.1 Business/Project Planning

BB circulated draft version 1 budget with 2015-16 budget, actual, revised v. 2016-17 recommendations. Members went through line by line and made some amendments/comments. BB will put together draft version 2 together with comments captured on budget justification sheets, for the next meeting on 18th February 2016. The finance committee will re-evaluate and finalise with a view to presenting their recommendation for consideration and approval at next full council meeting on 22nd February 2016.

Action: BB to make revisions, complete justifications and finalise version 2 for next finance meeting.

4. Review of Internal/External Audit Recommendations

3.1 Audit arrangements for Year End

WALC papers emailed to committee prior to meeting for consideration and discussion.

Action: This item deferred to next meeting.

5. Finance Risk Register

5.1 Details of public land & building assets

5.2 Councillor Responsibilities

5.3 Clerk/RFO

Action: Deferred to next meeting.

6. Policy Documents

6.1 Financial Regulations Review – See new WALC

6.2 Standing Orders Review

6.3 Grant Policy Review including S137

6.4 Finance Policy specific to Balances/Reserves

6.5 Finance Policy specific to Investments

BB circulated policy documents and email notes of financial briefing attended regarding new transparency code, working practice and financial regulations review to include new audit arrangements for sector lead body.

Action: Deferred to next meeting.



Meriden Parish Council

the centre of england

7. Quarterly Checks & Bank Statement Reconciliation v. Uncleared/Unpresented cheques

Action: Deferred to next meeting.

8. General Power of Competence

8.1 Councillor Training (GPC)

8.2 Clerk/RFO Training (GPC) & CPD Points

Action: Deferred to next meeting.

9. Contractor Management Review/5 year contract fixed

Action: Deferred to next meeting.

10. I & E Account to be available for Council Meetings

(WALC recommendation monthly Councillor scrutiny)

Action: Deferred to next meeting.

11. Local Council Award Scheme (all above related to new Transparency Code recommendations)

Action: Deferred to next meeting.

12.1 Website (*Finance Inclusion*)

Action: Deferred to next meeting.

12. Any Other Business

None.

13. Date of next meeting

The next meeting will be Thursday 18th February 2016 at 6pm, Pavilion.