

Meriden Parish Council

The Centre of England

FINANCE COMMITTEE MEETING
24th July 2017 @ 6pm Venue: The Pavilion

Present: Cllr R Weaver, Chair, Cllr Lynch-Smith, Cllr M Nunn and Responsible Finance Officer Mrs Barbara Bland (BB).

1. Welcome & Apologies

Chair opened the meeting and accepted apologies from Cllr M Haque and Cllr M Lee.

2. Minutes of Previous Meeting 27th June 2017

The minutes had previously been circulated to Members and any matters arising were requested not on the agenda. Members agreed a true record and approved the minutes.

IT WAS RESOLVED The minutes of the finance committee meeting of 27th June 2017 were approved, proposed by Cllr M Nunn and seconded by Cllr Weaver.

2.1 Matters Arising

There were no matters arising to report from 27th June 2017 minutes.

However it should be noted for the next meeting the following outstanding items will be picked up from 2016:- Terms of Reference; Finance Risk Register detailing public land and buildings; Quarterly Internal Controls; I & E Account to be available monthly at all full Council meetings; LCAS; and Website (finance inclusions).

3. Finance Committee Membership including

3.1 Terms of Reference

Cllr Weaver advised the Terms of Reference had been reviewed and subject to change of names of committee membership, this had been previously approved.

Action: BB to amend Terms of Reference in accordance with Annual Meeting of the Parish Council committee membership.

4. External Audit

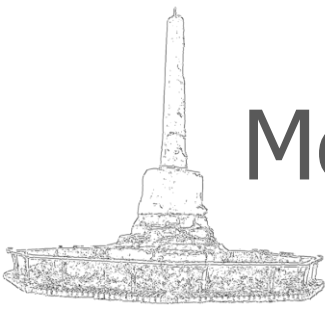
BB reported there had been no communication from Grant Thornton since their acknowledgement of Annual Return and supporting documentation receipt. A brief discussion continued with a request for a letter to be written seeking confirmation that the governance issues reported in GT Audit Certificate and Report for 2015-16 had been resolved to their satisfaction.

Action: BB to write to Grant Thornton.

5. June Reconciliation & Internal Checks

BB presented Members with June's reconciliation of business and reserve accounts for checks and sign off, together with Quarter 1 Bank Account Reconciliations Summary. Cllr Lynch-Smith and Cllr Nunn checked Edge system against Barclays statement and approved reconciliation.

IT WAS RESOLVED Cllrs Lynch-Smith and Nunn approved reconciliation, Quarter 1 reconciliation summary and signed off each sheet.



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6. Quarter 1 01 April – 30 June 2017 Financial Summary

Members received:-

- (i) I & E Expenditure by Budget Heading
- (ii) Financial Budget Comparison
- (iii) Financial Summary Cashbook including Reserve Balance

Chair asked BB to through the Budget Comparison; a request was made for the following revisions to be made:-

- (i) 139 VAT Refund Parish Council Budget £4,000 revised to £3,076.00
- (ii) 141 Neighbourhood Planning Budget £3,000 revised to £3,555.00

Clarification was provided for nominal code 145 Other – made of credit notes and reimbursement of staff costs for 5 hours of Company Secretary hours; and 1190 Restricted Expenditure for S137 grant awards subject to formal process being used by applicants for funding support.

Members thanked BB for the financial information and approved Quarter 1 Income and Expenditure.

IT WAS RESOLVED Members considered the Management Finance System produced information and approved Quarter 1 Income and Expenditure summary accounts presented. Proposed by Cllr Lynch-Smith and seconded by Cllr Nunn.

7. VAT

7.1 Refund 2016-17

7.2 Register Sports Park

7.3 Refund Meriden Sports Park 2015-16 & 2016-17

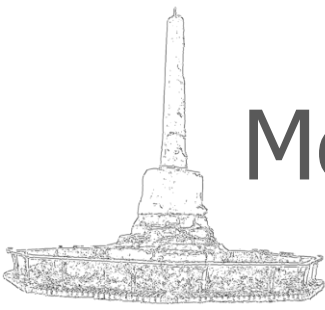
Action: RFO work in progress.

8. Website & Finance Pages

Chair advised Cllr M Lee had met with Real Point to conclude website, reiterating what is required to meet LCAS criteria and new Transparency Code. BB will also contact Real Point to ensure that the finance pages are set up in accordance with what is required.

Additionally there is an issue with email addresses and administrator access for registration. BB advised that she had spoken to Real Point and she was waiting for them to get back to her. An offer from Real Point to attend Council Development Day is to be followed up for the purposes of new website presentation.

Action: BB to follow up with Real Point (i) email addresses and registration (ii) finance pages to meet LCAS criteria for public access.



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9. Any Other Business

BB thanked Cllr Lynch-Smith and Cllr Nunn for responding to the recent training emails sent to Members; they were the only two who had replied. It was confirmed that the following is to be booked:-

- (i) Cllr Lynch-Smith
Saturday 17/2/18 – End of Year Financial Procedures – Mancetter Memorial Hall 10-1pm.
Saturday 30/9/17 – Chairmanship Skills – Chadwick End Village Hall 10-4pm.
- (ii) Cllr M Nunn
Saturday 17/2/18 – End of Year Financial Procedures – Mancetter Memorial Hall 10-1pm.
- (iii) Mrs B Bland
Saturday 17/2/18 – End of Year Financial Procedures – Mancetter Memorial Hall 10-1pm

10. Date of Next Meeting

The meeting of finance committee will be held on Monday 18th September 2017 at 6.30 pm.

The meeting closed at 19.25.