

Meriden Parish Council

The Centre of England

<p style="text-align: center;">FINANCE COMMITTEE MEETING 27th June 2017 @ 6pm Venue: The Pavilion</p>

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

1. Welcome & Apologies

Chair opened the meeting and accepted apologies from Cllr F Lynch-Smith, Cllr M Lee and Cllr J Barber.

2. Minutes of Previous Meeting 9th May 2017

The minutes had previously been circulated 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 9th May 2017 were approved.

2.1 Matters Arising

There were no matters arising to report from 9th May 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

Cllr Weaver advised that the finance committee is a subcommittee of the Parish Council and therefore operates in the same way with a notice of meeting displayed publicly 3 days prior to meeting date, formal minutes and a quorum of 3 at all meetings.

Cllr Barber requested to stand down at the Annual Meeting and committee membership for 2017-18 comprises of Cllrs Weaver, M Lee, Haque, Nunn, Lynch-Smith and clerk/responsible finance officer.

4. Year End, External Audit & Reconciliation

4.1 BB presented reconciled expenditure accounts v. bank statement for PC Business (current account) and Base Rate Tracker (reserves) accounts for April and May. June will be completed for July's meeting with quarter 1 I & E.

IT WAS RESOLVED Finance committee approved April and May reconciliation. Cllr Haque carried out internal and signed off bank statements and reconciliation statements.

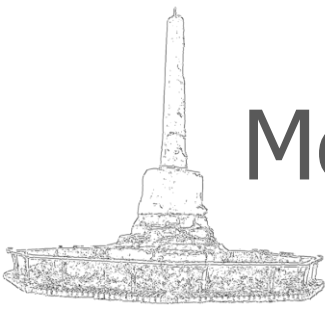
4.2 Grant Thornton emailed to acknowledge safe receipt of Annual Return and associated documents requested. No further communication had been received.

4.3 BB stated that at last night's (26th June 2017 full council meeting), agenda item 5.1 Approve June Payments for Sports Park; Cllr Nunn raised a query that Davies Sport appeared to be duplicated.

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BB reported that she had checked back using the Edge system and the entry for March had not been paid and was carried forward into the new financial year as a creditor. BB had not picked this up and re-entered the duplicate invoice sent by Davies Sports. BB had deleted the second entry and a new payment approval list produced for £7,148.61 which is less the £411.48 duplication.

IT WAS RESOLVED Finance committee approved the explanation and RFO action to delete the duplication and re-issue Sports Park payments approval list to the value of £7,148.61.

5. VAT

5.1 Refund 2016-17

The VAT refund return is ready to go for £3,029.66; however until Grant Thornton confirm that the Annual Return is ok and we have received their Certificate of Audit and report, the VAT claim form will not be sent off.

Action: RFO.

5.2 Register Sports Park

RFO advised finance committee that this will be a priority for the immediate future.

5.3 The Sports Park has been unable to claim for 2015-16, and this will be the same again for 2016-17. There is approximately 10K of VAT to claim for these two financial years. We may claim retrospectively for 3 years.

Action: RFO.

6. Website & Finance Pages

Chair reported there were problems with Real Point and the website remains incomplete and unfinished. Cllr M Lee is liaising with Real Point. Members also reported there was difficulty in setting up the parish council email addresses and registration appeared to time out after 7 days inactivity. The new website is key to the Local Council Award Quality Award; as such under Transparency Code guidance, all financial information must be available on website. All Policies must also be available for public scrutiny including insurance. The monthly payments approval list should also be available on line and the RFO is working with Edge to download an easy to access format from FMS (finance management system).

Action: RFO.

7. Date of Next Meeting

The meeting of finance committee will be held on Monday 24th July 2017 at 6.30 pm.

The meeting closed at 19.05.