

Meriden Parish Council

The Centre of England

FINANCE COMMITTEE MEETING 12th March 2018 @ 5.30pm Venue: The Pavilion

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

1. Welcome & Apologies

Chair opened the meeting with no apologies for non-attendance received from Cllr Lynch-Smith.

2. Minutes of Previous Meeting 15th January 2018

The minutes of January's meeting were agreed as a true record and Members approved the minutes.

IT WAS RESOLVED The minutes of the finance committee meeting of 15th January 2018 were approved, proposed by Cllr M Lee and seconded by Cllr Nunn.

2.1 Matters Arising

BB confirmed she had emailed Andrew Kinsey regarding advice on the "in query" Wright Hassall invoice, but to date there has been no answer. Chair advised all other matters are covered in the agenda.

Action: BB to chase Andrew Kinsey.

3. Budget 2018-2019 Revisions (all papers circulated to Members prior to meeting as follows:-

3.1 GDPR

A quotation has been received from Diane Malley regarding providing a GDPR service @ £600 per annum based on income and expenditure. Finance committee were asked to consider this as an interim arrangement as implementation of GDPR compliance is with effect from 25th May 2018. Currently options of SMBC and WALC providing this service is nil with any parish and town councils outsourcing.

IT WAS RESOLVED Finance Committee agree that a GDPR outsourced service to Diane Malley should be recommended to Full Council for approval.

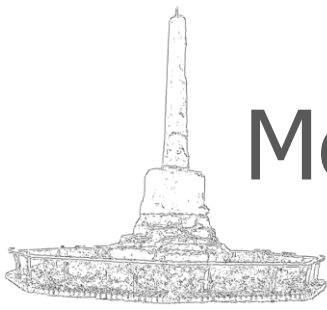
3.2 Elections 2019

BB has attended Edge end of year seminar to receive briefings on software upgrades to FMIS. As part of this process a discussion around deferred and accrued expenditure for budget items such as referendums and elections was considered good practice. With this in mind Finance Committee considered a designated reserve be made of £2,500 in the new financial year.

IT WAS RESOLVED Finance Committee agree that a designated £2,500 reserve be allocated for 2019 elections within the new budget year being 2018-19. Finance Committee will make a recommendation to Full Council for approval.

3.3 Reserves Review

The 2017-18 Reserves Policy was reviewed as follows:-



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- Remove children's play area capital receipt reserve of £20,000 as costs have been met for phase 2 resurfacing and new cricket wicket.
- Include in the 2018-19 Reserves Policy

Designated reserve GDPR	£ 1,000
Designated reserve 2019 Election	£ 2,500
Designated reserve 2019 Neighbourhood Plan	£ 5,000

These budgets are now amalgamated into five reserve funds as follows:

General reserve (6 month contingency and emergency funds)	£ 64,000 (2018-19)
Designated reserve Meriden Pool	£ 20,000 Capital Receipt Restriction
Designated reserve Meriden Library	£ 20,000 Capital Receipt Restriction
Designated reserve GDPR	£ 1,000
Designated reserve 2019 Election	£ 2,500
Designated reserve 2019 Neighbourhood Plan	£ 5,000
Total	£112,500

IT WAS RESOLVED Finance Committee agree that a review of Reserve funding has been undertaken and agreed. Finance Committee will make a recommendation to Full Council for approval of above for inclusion and 2018-19 budget adjustment.

Action: BB to make necessary adjustments to 2018-19 budget.

3.4 NALC GDPR Toolkit - Implement

NALC have launched GDPR Toolkit at end of February which WALC endorse and suggest Parish and Town Councils adopt and adapt to meet compliance standards for 25th May implementation. This will comprise letters to those affected and policy documentation.

IT WAS RESOLVED Finance Committee agree that this Toolkit should be adopted and adapted to meet compliance standards in readiness for May implementation. Finance Committee will make a recommendation to Full Council for approval.

Action: BB to make necessary arrangements.

4. External Auditor Littlejohn

4.1 New Audit completion date

Notification is starting to disseminate regarding the new external auditing arrangements commencing 1st April 2018. There has been no formal notification from Littlejohn to date; the completion date has been brought forward to 11th June 2018 (3 weeks earlier).

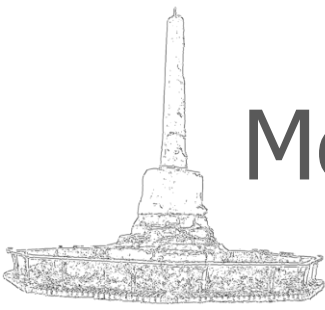
4.2 New Public availability date

Likewise the early completion date has brought forward public notification date from 1st July 2018 (previously from 30th July).

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5. Internal Audit

The recent internal audit report was circulated to Members prior to the meeting; all criteria for internal controls had been met with a “sound” being recorded.

6. Month End Reconciliation & Internal Checks

BB advised reconciliation had been completed up until end February; Members agreed that RW meet with the BB to sign off January and February and quarter 4 reconciliation and internal checks be completed at April’s meeting.

Action: BB to complete for April’s meeting.

7. Any Other Business

There was no other business.

8. Date of Next Meeting

The next meeting of finance committee will be held on Wednesday 25th April 2018 at 12.30 pm at the Pavilion.

The meeting closed at 18.05.