

Meriden Parish Council

The Centre of England

FINANCE COMMITTEE MEETING

14th May 2018 @ 12.30pm Venue: The Pavilion

Present: Cllr R Weaver (RW), Cllr J Barber (JB), Cllr M Nunn (MN) and Responsible Finance Officer Mrs Barbara Bland (BB).

1. Welcome & Apologies

Chair opened the meeting. Apologies received from Cllrs M Lee and Haque. No apologies received from Cllr Lynch-Smith. Cllr Barber was attending other parish business and was co-opted to finance committee to enable a quorate meeting.

2. Minutes of Previous Meeting 25th April 2018

The minutes of 25th April meeting were unavailable.

Action: Clerk to bring up to date for full Council meeting circulation as unapproved.

2.1 Matters Arising

None to report.

3. Internal Audit Report

Clerk reported and circulated via email a copy of the internal auditor report from audit undertaken on 10th May with MS Audit Consultancy Services. Chair read the following summary "the annual internal audit of the Parish Council has been concluded; the Internal Audit section of the Annual Governance and Accountability Return has been completed. A detailed report on internal control was issued in February 2018 and the conclusion on the overall assurance rating of the systems of internal control is that they are sound. There are no matters to report to members of the Parish Council."

4. Year End 2017-18

Clerk presented year end accounts for reference; gave an overview of consolidated balance sheet I & E account for all accounts. The Annual Return is a little different this year as we have new external auditors PKF Littlejohn. The Annual Governance and Accountability Return 2017/18 Part 3 is prepared and completed ready for Members approval on 21st May 2018 full Council meeting. The following was checked:-

- Annual Internal Audit Report 2017/18 page 3 of 6
- Section 1 – Annual Governance Statement 2017/18 page 4 of 6 to be read out by Chair at full Council meeting for Member approval.
- Section 2 – Accounting Statements 2017/18 page 5 of 6

Supporting documents were checked by Cllrs Weaver and Nunn as follows:-

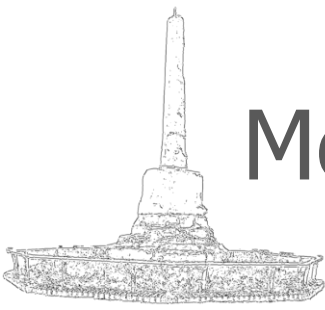
- Bank Reconciliation – pro forma
- Reconciliation between Box 7 and Box 8 in Section 2 – pro forma
- Explanation of variances – pro forma

Specifically box 3 Receipts -73% transfer of core operating costs to parish council 25K and reimbursement from Sports Park for business plan 3.9K.

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Specifically box 6 Payments -38% Sports Park core operating costs relinquished fully to Sports Park Management Company.

IT WAS RESOLVED Finance Committee thanked the Clerk/RFO for completing the year end process and approved the year end accounts to be recommended for approval to full Council on 21st May 2018.

5. Any Other Business

There was no other business.

6. Date of Next Meeting

The next meeting of finance committee will be held on Monday 18th June 2018 at 12.30 pm at the Pavilion.

The meeting closed at 13.15.