

# Meriden Parish Council

*The Centre of England*

**FINANCE COMMITTEE MEETING**  
**12th November 2018 @ 17.30pm Venue: The Pavilion**

Present: Cllr R Weaver (RW), Cllr J Barber (JB), Cllr M Lee (ML), Cllr F Lynch-Smith (FLS), Cllr M Haque (MH), Cllr M Nunn (MN) and Responsible Finance Officer Mrs Barbara Bland (BB).

## 1. Welcome & Apologies

Chair opened the meeting and welcomed all including the return of Cllr Nunn. There were no apologies.

## 2. Minutes of Previous Meeting held on 15<sup>th</sup> October 2018

The minutes of the meetings held on 15<sup>th</sup> October were approved for accuracy and signed off by Chair. JB proposed 15<sup>th</sup> October minutes seconded by RW.

### 2.1 Matters Arising

2.1.1 A review of the Standing Orders and Financial Regulations continues as a work in progress.

**Action: BB to carry out a compare and contrast of WALC template to ensure all new current legislation is included.**

5.1 GDPR remains a work in progress linked to Financial Regulations review and reformatting issues.

8. Parish Action Plan has been reformatted by JB and sent to BB for content input and populated from Ward Action Plan.

9. Risk Management review completed and revised content to be actioned by BB.

## 3. Interim Internal Audit

Members considered BB request for an interim internal audit which was valuable last year in concluding year end processes. The audit will concentrate on first 2/3 quarters and the result will be a faster year end process. Members unanimously approved and recommend full council approval.

**IT WAS RESOLVED** Finance Committee recommendation to full council for approval of engaging internal audit for interim audit processes.

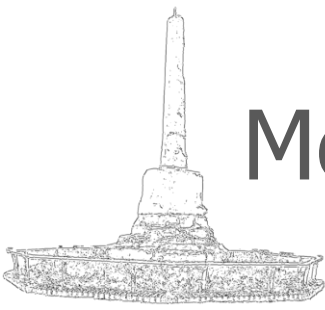
## 4. Month End Reconciliations & Quarter 2 01/07/18 – 30/09/18

BB presented finance committee October's bank accounts where internal checks were undertaken cross checking bank statements, edge finance management system reconciliation and invoice audit trail for parish council. Members signed off October monthly reconciliation and will recommend to full council for approval on 19<sup>th</sup> November.

**IT WAS RESOLVED** Finance Committee recommendation to full council for 1-31 October 2018 reconciliation for approval.

Signed .....Chair                      Dated .....

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## 5. Financial Regulations Review

### 5.1 GDPR

BB advised that she was in receipt of notification from MPC’s DPO regarding contract renewal for 2019. Members considered the merits of continuing with a DPO service and confirmed their agreement to its usefulness. RW advised that at a recent NALC conference there was much focus on cybercrime. MH added that GDPR guidance is imperative to avoid a situation of lost data by any third party affecting suppliers, contractors and hirers. We also need to ensure that appropriate security is given to offsite storage of MPC information i.e. outsourced contracts such as payroll, finance management and IT remote support. BB will circulate the notification to Members with the contract renewal for consideration. In principle Members gave their unanimous agreement to the renewal of DPO outsourced service.

**Action: BB to circulate contract renewal information to Members.**

**IT WAS RESOLVED** Members unanimously approved “in principle agreement” to renew DPO service which will be recommended to full council on 19<sup>th</sup> November 2018.

## 6. Budget 2019-2020

Members considered the start of budget 2019-20 and made the following recommendations for inclusion:-

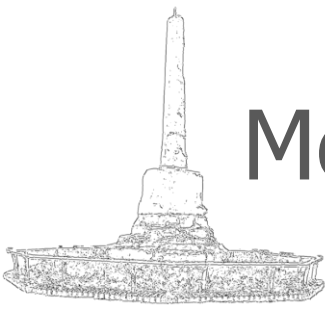
- Increase the level of reserve for 2019 elections; RW has had a conversation with the Monitoring Officer who advised a 50/50 split of election costs. Current reserve is 2.5K and Members agreed for 5K increase to 2019-20 budget.
- BB was requested to scope out a 3% across the board uplift to existing budget.
- MPC needs to include the shared cost of an Enforcement Officer for Meriden and Balsall Common. RW is working with Steve Hawley, SMBC, on this; she is also meeting with SMBC CEO Nick Page for his assistance in setting the 1<sup>st</sup> year’s costs. The appointment of Meriden’s own Enforcement Officer supports the new traffic calming measures for the Village and reinstatement and new parking restrictions including lines/loading bays. Cost to be advised.
- Data Protection Officer Service needs adding at £750.
- Add Cyclists Memorial maintenance provision of 2.5K.
- Add Lamppost Remembrance Poppies at £600.
- Add War Memorial maintenance and gardening costs at 3K.
- Add Website redesign and/or web designer costs re. Content for LCAS – to be advised.

RW reported that WALC have a small community project fund that may match fund community projects such as War Memorial. To be investigated.

**Action: BB to implement above additions and inclusions. Members to consider revised budget for 2019-2020 at December’s meeting and update accordingly when additional costs are known for Enforcement Officer and website design work.**

Signed .....Chair                      Dated .....

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## 7. Precept 2019-2020

Members discussed and considered precept increase and agreed a minimum of 3%. RW advised there is no cap set by SMBC however justification to any increase is required. The precept recommendation will be made once SMBC's indicative budget is received v. additional expenditure required to meet the cost of Enforcement Officer, website, DPO and election reserve increase.

**Action: Members to discuss and consider uplift in precept for 2019-2020 and report at December's meeting.**

## 8. Parish Action Project

BB explained that this is a required LCAS tool but also it will bring together reserves, budget and identified projects justifying any proposed increase to precept and presents as good practice. Cross reference and correlation required by BB from Ward Action Plan to populate content and additions identified in budget.

**Action: JB/BB to work on template. BB to lift information from Ward Action Plan and add projects identified within reserves policy with committed budget and link to budget headings and remains a work in progress.**

## 9. Business Plan 2019-2022

This item is deferred to January 2019 meeting.

## 10. Risk Management PC & Park

The additions identified by Members at October's meeting require putting onto system. BB to complete task and present at December's meeting. RW requested receipt of what has been completed thus far.

**Action: BB to update Risk Register with review date and approval date.**

## 11. Any Other Business

BB reported receipt of a letter from Barclays to undertake a security audit for all accounts for their management, income, expenditure etc.

## 12. Date of Next Meeting

The next meeting of finance committee will be held on Monday 10<sup>th</sup> December 2018 at 17.30 pm at the Pavilion.

The meeting closed at 18.40

Signed .....Chair      Dated .....

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