

# Meriden Parish Council

*The Centre of England*

**FINANCE COMMITTEE MEETING**  
**15th October 2018 @ 17.30pm Venue: The Pavilion**

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

**1. Welcome & Apologies**

Chair opened the meeting and welcomed all. Cllr M Nunn is on extended health leave.

**2. Minutes of Previous Meeting held on 16<sup>th</sup> July 2018**

The minutes of the meetings held on 16<sup>th</sup> July were approved as accurate. JB proposed 16<sup>th</sup> July minutes seconded by RW.

**2.1 Matters Arising**

The finance committee scheduled for Monday 17<sup>th</sup> September 2018 was deferred to 15<sup>th</sup> October. The following actions from July follow:-

- 2.1.1 **A review of the Standing Orders and Financial Regulations** continues as a work in progress. Additions will include (i) GDPR and use of email and (ii) financial control at point of bank payment authorisation to Barclays as recommended by internal auditor.

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

**3. External Audit**

Members accepted the audit report and recommendation of there being “nothing of note”. Members unanimously approved and recommend full council approval.

BB advised that Notice of Conclusion of Audit has been displayed from 30<sup>th</sup> September 2018. No public requests to view accounts received to date.

**IT WAS RESOLVED** Finance Committee recommendation to full council for approval external audit report.

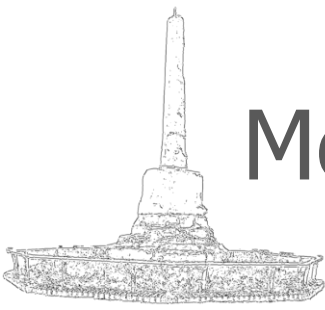
**4. Month End Reconciliations & Quarter 2 01/07/18 – 30/09/18**

BB presented finance committee with quarter 2 reconciliation for 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 quarter 2 and will recommend to full council for approval on 22<sup>nd</sup> October. A copy of the I & E accounts for first half year was shared with Members.

**IT WAS RESOLVED** Finance Committee recommendation to full council for quarter 2 approval of reconciled accounts from 1<sup>st</sup> July to 30<sup>th</sup> September 2018.

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

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## 5. Financial Regulations Review

### 5.1 GDPR

The financial regulations review remains a work in progress; the current format of the regulations is not allowing for editing and therefore a retype is required together with a compare and contrast of WALC template to ensure new GDPR is included. JB suggested sending the format to him to convert if possible to speed up the process.

**Action: BB to send financial regulations to JB for reformatting and conversion.**

## 6. Budget 2019-2020

Members had been circulated with the current budget and justifications for their reference and consideration of percentage increases required for 2019-2020. This item is deferred to November's meeting.

**Action: Members to consider uplift in budget for 2019-2020.**

## 7. Precept 2019-2020

Members had been circulated with the current precept calculation based on number of band D dwellings; consideration to increase precept for new financial year for identified items being increase in employer's NI; increase in employer's pension contributions; check national pay award and factor in; website review; consider in line with budget recommendations for project work; and reduction in precept top up grant.

**Action: Members to consider uplift in precept for 2019-2020.**

## 8. Parish Action Project

BB explained that this is required a LCAS tool but also it will bring together reserves, budget and identified projects justifying any proposed increase to precept. Currently we have a Ward Action Plan in partnership with SMBC and we need to cross reference partnership work to individual parish action planning that reflects budget commitments for next three years. This will also assist with monitoring of parish council delivery of identified project which will serve as a rolling programme of action/business planning that is transparent for public access. The good practice of Hawthorn PC who were awarded Gold Quality should be used as a guide.

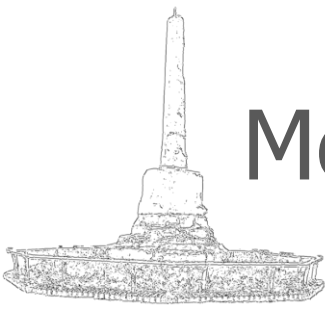
**Action: JB/BB to work on template. BB to lift information from Ward Action Plan and add projects identified within reserves policy with committed budget and link to budget headings.**

## 9. Risk Management

The Risk Register was circulated and Members consider review of items and updates to be included. Under GDPR the addition of CCTV policy and procedure is required. New Website item to be added meeting standards of quality and transparency for bi-monthly reviews. All items included in the Risk Register met a review date achieved of 15<sup>th</sup> October 2018. Exceptions include:-

Signed .....Chair      Dated .....

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- (i) Staff JD review/contract/performance appraisal completed 6<sup>th</sup> August 2018.
- (ii) Continuity of Business Planning, Fidelity Insurance and Insurance review completed May 2018 approved 16<sup>th</sup> July Finance Committee.
- (iii) Addition of CCTV included 13<sup>th</sup> October 2018.
- (iv) Additional of Website standards/process included 13<sup>th</sup> October 2018.

**IT WAS RESOLVED** Members unanimously approved the additions and review of Risk Register in accordance with BB actions. Members to recommend approval at full council meeting on 22<sup>nd</sup> October 2018.

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

## 10. Review of Asset Register

The Asset Register and list of Community Assets had been circulated to Members prior to the meeting for their consideration. The review identified no additions or disposals; however it was noted that the parish council await the transfer of freehold of sports park and buildings; transfer of 2 acre Leys Lane allotment site; potential War Memorial and land that it is sited; and formal adoption of Memorial Approach. This will be a significant increase to parish council assets. ML added a conversation with Conservators regarding the Cyclist’s Memorial; FLS added concerns regarding other pockets of green space that remains un-adopted or vulnerable; BB/ML suggested this was being covered within NP group identifying open green space.

**Action: BB to update review date for transparency purpose and arrange to put onto website; BB/RW to continue negotiations with all parties to conclude transfer of land holding to the parish council.**

## 11. Any Other Business

There was no other business.

## 12. Date of Next Meeting

The next meeting of finance committee will be held on Monday 12<sup>th</sup> November 2018 at 17.30 pm at the Pavilion.

The meeting closed at 18.45

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

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