

Draft Minutes of Finance Committee held 21st May 2018

In attendance: M. Harriman M.J. Edwards, J. Holmes,

Chair: Councillor M.J. Edwards

Clerk and Responsible Financial Officer: S Baxter

Apologies: Councillors B Blackmore, J Hobbley, M. Wilde

1. **Apologies** were given and accepted. A quorum was established for the meeting.
2. There were no members of the press and public present for the meeting.
3. The **Election of a Chair** was deferred until the next meeting in the hope of other members being present. For the meeting Councillor MJ Edwards, proposed by Councillor Harriman, agreed to Chair the meeting.
4. The **Minutes of the meeting** held on the 22nd January 2018 were agreed as a true record. Councillor Edwards asked for it to be minuted that since the last meeting he had checked the bank reconciliations and Cash book and was happy with both.
5. **Internal Audit Report:** -The Clerk presented the report received from the internal auditor and highlighted the points raised in that report, and the responses she had drafted to each point raised. Overall the system of internal controls had been passed as satisfactory. A discussion took place about the Assets register and Councillor Edwards advised on the need to revalue the Telephone kiosk when works had been carried out to it, and to redistribute the estimated amounts for items where it was not clear. The Clerk advised on items within the assets register which needed to be amended and an amendment to the draft figures prepared for external audit. The deadline of external Audit is the end of June.
6. **Financial report:** - The Clerk presented the Financial Report prepared to the end of the last Financial Year. This was considered and commented upon. **Action: Clerk to make necessary amendments.**
7. **Grass cutting Contract:** - The draft document was considered. It was suggested by Councillor Harriman that acceptance of the document needs to be delayed until after the results of the Eco survey have been obtained as this will affect items such as the number of cuts in the cemetery, and areas to be left. Present arrangements therefore need to continue for the foreseeable future.
8. **Allotment Matters update:** The Clerk gave an overview of the current position Councillor Harriman suggested proposal to Council that a solicitor be engaged to advise on progressing this and to explore the possibility of the Community Council forming a Trust relationship with the Allotment Association . **Action: Clerk to put on next Agenda and obtain an estimate of likely costs for approval.**
9. This item was not for Publication due to exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Local Government Act 1972 (as amended).
10. **Forward work Programme:** - The Clerk advised of a forward work Programme for the Committee and this was considered, and additions made. Action: Clerk to make additions and recirculate.
11. **Date of the next Meeting:** This was confirmed as the 16th July 2018; however, it was noted that this being a Monday presented difficulties for one member of the Committee. The Clerk will therefore see if an alternative date can be found.