



HELMDON PARISH COUNCIL



MINUTES

of the meeting of the Finance Committee held in the Committee Room,
Reading Room, Church Street, Helmdon at 8.30pm on Wednesday 11th
May, 2016.

PRESENT: Cllrs Coatsworth (Chair), Moody, Hart, Thorpe, Vicars and the Clerk.

IN ATTENDANCE: 0 members of the public attended.

1. Apologies

Apologies were received and accepted from Cllr Garner (prior engagement)

2. Declarations of Interest

Cllr Hart declared in interest in the Village Grant applications (agenda point 12) from Acorns Pre-School, Helmdon Primary School and Friends of Helmdon Primary.

3. Approval and signature of the minutes from the meeting on 13th January, 2016

The minutes were approved with no amendments and signed by the Chairman.

4. Matters arising

There were no matters arising

5. Open Forum

There were no members of public in attendance

6. To receive a financial update from the Clerk.

The clerk presented the 2016-2017 daybook (see appendix A).

It was confirmed that there was £20.00 cash still to be credited to the account, and that the Clerk expected further invoices to be received in the next 2 weeks. This report will be updated when presented in the Full Council meeting on 25th May, 2016.

In summary:

- Account balance as of 10/5/16 £22,199.24
- Payments received since 23/3/16: £8,074.85
- Invoices to be settled this period: £2231.07

1	NCALC	Training	BACS	£39.00
2	NCALC	CiLCA Training	BACS	£495.00
3	E.On	Electricity Supply	BACS	£238.59
4	Helmdon Primary	School Field Rent	BACS	£350.00
4	Staff	Wages	BACS	£668.57
5	Staff	Expenses	BACS	£15.00
6	Brown & Barden	Grass Cutting	BACS	£258.85
7	E.On	Electricity Supply	BACS	£55.06
8	SLCC	Membership Fees	CHEQ	£111.00
			Total	£2231.07

7. To review the design of the Clerk's bi-monthly Finance report and consider a request to change it.

The current report was compared to the report created by the previous Clerk and possible changes were debated. After due consideration it was agreed by the full committee that the current report should remain as is.

8. To consider recommendations to Council regarding the review of the new model Financial Regulations document.

The recommended changes were reviewed and accepted where appropriate.

Actions: the Clerk to update the document and circulate the final document to full council.

The Clerk to set up a cash book to document all staff salary payments.

9. Annual review of the Asset Register

It was agreed to remove asset AD002 (Printer) from the register as this is no longer held by the council. This change will reduce the total assets held to £97,120. It was also resolved to reclassify the two street light telegraph poles from separate assets (SSF008, SF009) to SF004 Street Furniture.

Action: The Clerk to update the Asset Register and the figures stated in the 2015/16 Bank Reconciliation.

10. To close off accounts for y/e 31st March 2016

The clerk presented the end of year statement and the figures were approved.

11. To agree Annual Return figures to put to Full Council Meeting and consider responses to the Annual Governance Statement.

The Clerk highlighted the issue of an unrepresented cheque from the 2014/15 annual return that was never banked. It was resolved that the 2015/16 day book and annual statement should be adjusted to account for this. It was also agreed that the Annual Governance Statement needs to be seen by the Full Council prior to the meeting on 25th May, 2016.

Action: The Clerk to make adjustments to the 2015/16 day book and end of year statement to account for the unrepresented cheque. **The Clerk** to distribute a copy of the Annual Governance Statement to Full Council before 25th May.

12. To review the grant applications and make recommendations for Full Council meeting.

The Clerk presented the 10 grant applications that had been submitted this year, for a total of £2,450:

• Helmdon Footpaths & Jubilee Wood	£120
• Helmdon Fellowship	£250
• Combined Village group: Queen's Birthday	£200
• Friends of Helmdon Churchyard	£400
• Helmdon Acorn's Pre-school	£140
• Helmdon Primary School	£260
• St Mary Magdalene Church	£200
• Helmdon Bridge Players	£400
• Whistley 2000 Scouts	£250
• Friends of Helmdon School	£230

There were 3 applications for contributions towards Queen's 90th Birthday celebrations. It was resolved to recommend to Full Council that these 3 applications be funded from reserves and that all other grant applications be funded in full from the 2016/17 budget.

Cllr Moody raised a query as to how the Queen's Birthday Picnic was to be insured, as it is to be held on the school field during a weekend. **Action: The Clerk** to contact Came & Company to inquire about the Parish Council's liability for this event and what insurance is required.

13. To review banking arrangements, including signatories and new banking charges.

The Clerk informed the committee that Unity Bank had brought in a monthly £6.00 charge for the current account, and were no longer going to pay interest. It was resolved that bank charges should be added to the day book as a new line within General Admin, code 413.

Action: The Clerk to check that the monthly charge does not apply to the savings account and update the Day Book.

It was resolved that all members of the Finance Committee should be included as signatories on the Current Account. **Action: The Clerk** to add Cllr Thorpe as a signatory, with the same access rights as the rest of the committee.

14. Close

There being no further business, the Chairman declared the meeting closed at 10:00pm.

Signed _____
Cllr John Coatsworth, Chairman

Date _____

Appendix A – 2016/17 Day Book

2016										Current Account		10-May-16	
Transaction Date	Invoice No.	Invoice Date	Transaction No.	Payee	Item Description	Total Received	Total Paid	Balance	Bank Reconciled	Code			
						DR	CR		Bank				
10-May-16					Totals	22269.24	2231.07	20038.17				22199.24	
					Balance B/Fwd 2015	14128.24		14128.24					
28-Apr-16				SNC	Precept	8071.00		22199.24	10	901			
TO BE PAID	5492	22-Mar-16	BACS	NCALC	Councilor Training		39.00	22160.24		39.00	406		
TO BE PAID	5504	23-Mar-16	BACS	NCALC	CiLCA Training		495.00	21665.24		495.00	406		
TO BE PAID	H12C95BE6D	01-Apr-16	BACS	E.On	Electricity Supply		238.59	21426.65		238.59	101		
TO BE PAID	E2047002417	12-Apr-16	BACS	Helmdon Primary Scho	School Field Rent		350.00	21076.65		350.00	203		
TO BE PAID		25-May-16	BACS	Helen du Bois	Wages		668.57	20408.08		668.57	402		
TO BE PAID		25-May-16	BACS	Helen du Bois	Expenses		15.00	20393.08		15.00	403		
TO BE PAID	4016	30-Apr-16	BACS	Brown & Barden	Grass Cutting		258.85	20134.23		258.85	201		
TO BE PAID	H12E8B9DD3	29-Apr-16	BACS	E.On	Electricity Supply		55.06	20079.17		55.06	101		
TO BE PAID				SLCC	Clerk's Membership		111.00	19968.17		111.00	407		
TO BE PAID			CHEQUES		Allotment Rental	50.00		20018.17		-50.00	903		
TO BE PAID			CASH		Allotment Rental	20.00		20038.17		-20.00	903		