



# HELMDON PARISH COUNCIL

## FINANCE COMMITTEE



### MINUTES

Of a meeting of the finance committee held in the Reading Room, Church Street Helmdon on Tuesday 22<sup>nd</sup> September 2015 at 8:30 pm

1. **Election of Chairman**  
Cllr Coatsworth was elected as committee chairman
2. **Apologies for absence**  
The Parish Clerk and Cllr Hart tendered their apologies for absence owing to prior engagements
3. **Election of Vice Chairman**  
Cllr Moody was elected as committee Vice Chairman
4. **Declarations of Interest**  
There were no declarations of interest
5. **Approval and signature of minutes of meeting held 20<sup>th</sup> January 2015**  
The minutes of the previous meeting were declared as a true record and signed by the Chairman
6. **Matters Arising**  
There were no matters arising from the previous minutes
7. **Open Forum**  
There were no members of the public in attendance
8. **To appoint a councillor to be the Internal Controls Councillor**  
Cllr Hart was proposed as Internal Controls Councillor by Cllr Moody, seconded by Cllr Vicars and supported by all committee members, was duly elected
9. **To receive the report from the internal auditor for year ending 31<sup>st</sup> March 2015**  
The report of the internal auditor was reviewed and items requiring further attention were discussed. Clarification regarding the employment status of the previous Parish Clerk is required. Although an employee of the parish council, it appears that HMRC may be collecting tax based upon self employment. This raises a potential liability for the parish council. After some discussion it was **RESOLVED** that
  - a) A check will be made to ensure that the new Parish Clerk's employment status is correctly registered with HMRC
  - b) Cllr Coatsworth will meet with the previous clerk as soon as possible to ascertain the details necessary to assess if the parish council has any liability
  - c) When the facts are known, an internal review will be undertaken to preclude any repeat
  - d) A review of ALL payments will be included in future finance committee meeting agendas

It was **RESOLVED** that the Clerk will check with BDO to obtain a ruling on whether or not the new steps for the children's slide should be recorded as an asset. **Action: The Clerk**

It was **RESOLVED** that Cllr Hart and the Clerk would be asked to create terms of reference for the finance and planning committees for presentation at the November 2015 meeting of the parish council. **Action: Cllr Hart/The Clerk**

10. **Conclusion of audit for the year ending 31<sup>st</sup> March 2015**

Cllr Moody stated that he has provided relevant information to BDO regarding two matters of concern raised by them. BDO have indicated their satisfaction and will now proceed to complete the audit report and issue the notice of conclusion of audit.

11. **To receive a report on the financial administration of the school field drainage project**

Cllr Coatsworth briefly outlined the history of this project. Cllr Moody recommended that the authority to transfer of the grant monies to the school is contained within Section 19 of the Local Government (Miscellaneous Provisions) Act 1976. After some discussion it was **RESOLVED** to recommend that the parish council should proceed with the transfer of funds from SNC to the school under these provisions.

12. **To review banking arrangements and confirmation of authority and signatories**

The meeting noted that the completion of the requisite forms to achieve the changes is in hand and **RESOLVED** to proceed with the changes. **Action: The Clerk**

13. **To review the mowing contract from 2016 onwards**

It was agreed that the Clerk should draw up a brief of areas presently included plus new areas to enable three tenders, for one year and three year contracts to be obtained. The new areas should comprise both sides of the road from Welsh Lane to the railway bridge and the green areas in Station Road and entrance to Hintons Close. **Action: The Clerk**

14. **To agree schedule of meeting for the next 12 months**

It was **RESOLVED** to hold a finance committee meeting during October/November 2015, 13<sup>th</sup> January 2016, 13<sup>th</sup> April 2016 and 12<sup>th</sup> October 2016, all dates subject to confirmation nearer the time

15. **Close**

There being no further business, the Chairman declared the meeting closed at 9:27 pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_