

MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 18th June 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mr Ian Mitchell (in the chair)
Mr Mike Sarll Mrs Nichola Stokoe Mrs Althea Davies

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.02 p.m.

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST (relating to items on the agenda)

None

3. Approve and sign the MINUTES of the previous meeting held on 4th December 2017

023F/0618 It was resolved that the minutes reflected a true and accurate record of the meeting held on 4th December 2017. They were duly signed by the Chair.

4. Review Asset Register

The Clerk reported that she had added the member check as requested by the Auditor at the mid-year internal audit. She suggested that the Chair of the Finance Committee be responsible for checking and signing the Asset register on an annual basis.

024F/0618 It was resolved that the Chair of the Finance Committee check and sign the Asset Register annually.

Members checked the details and raised a few queries regarding purchase values for some items.

025F/0618 It was agreed that the Clerk would make the suggested amendments and the register would be signed by the Committee Chair.

5. Review of Financial Risk Management

Mike Sarll noted that the Allotments was no longer managed by THS but by TACG

026F/0618 It was resolved that the Clerk would change the Financial Risk Management to reflect the above change. The document would then be passed up to full council for review and adoption at the July main meeting to be held on 9th July.

6. Review of Internal Audit Report

The clerk had circulated the Internal Audit Report ahead of the meeting. It was noted that all recommendations made previously by the Internal Auditor had been actioned save for the recommendation to discontinue the use of the spreadsheet for Appendix B (Finance) and instead use RBS Rialtas software (accounting system).

027F/0618 It was accepted that there were risks with the current use of the spreadsheet but the Finance Committee accepted those risks and would continue to use this method for reporting the Parish Council's finances at monthly meetings as it was the Council's preferred method of accounting.

7. Members' Allocation Grant 2018-19

This was discussed.

028F/0618 It was agreed to aim to use the full amounts being offered by SCC by 31st December 2018, with the Parish Council funding half of each grant request (subject to the request fulfilling the criteria set out by SCC).

8. Grant request:

- TACG - to replace broken water pump - £360.00

029F/0618 It was resolved to grant this request and use the Members' Allocation Grant from SCC for 50% of the amount.

- Composting Group – to rebuild 'island' in middle of site and rebuild ramp - £250.00

030F/0618 It was resolved to grant this request and use the Members' Allocation Grant from SCC for 50% of the amount.

- Little Acorns grant request

The Chairman proposed to discuss this item under Part 2.

9. Village Hall porches and door

Nichola Stokoe reported that after further discussion with the VHMC, it had agreed to contribute £3,450.00 towards the cost of the new door.

031F/0618 It was resolved that the Parish Council would pay up to £5,500 for a new porch. The Clerk would liaise with Carol Jordan and Jonnie Panther to ascertain the VHMC's preferred choice for porch company.

10. Review of Banking Arrangements – Savings accounts

- Agree best option for remaining savings monies

032F/0618 It was resolved that the:

HSBC Deposit account would be used to hold the car park monies given by SCC

HSBC Current account would be used for the NP Grant monies

NatWest account would be closed and funds transferred

Cambridge Building Society accounts (x2) would be closed and funds transferred

033F/0618 It was resolved that the remaining savings monies would be deposited into a new savings account to be opened with Nationwide Building Society (1-year business saver account – 0.9%).

11. Items for Discussion or Referral to Future Agenda

None

12. Set date for next meeting

The next meeting of the Finance Committee would be held in September 2018 (date and time tbc).

The meeting closed at 9.24p.m.