

## **FLITTON AND GREENFIELD PARISH COUNCIL**

Minutes of the Finance Committee held at the Church Hall, Flitton on Wednesday 12<sup>th</sup> April 2017  
**Present:** Cllrs N Arthur (Chair), N Thompson, P Woodland, M Gates, M Lowe, R Stokes and D Lawson (Clerk)

### **1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST**

Cllrs Ellis and King sent apologies

### **2. MINUTES**

The previous minutes had been presented to the last Council meeting, but were signed by the Chair

The following matters were noted

- The Clerk reported on a successful public meeting the week before to discuss the various social media outlets in the Parish and the fact that there were also now volunteers to help with the editing of Flit'n'More. There may be an application in future to help with the cost of providing an editing package for this purpose, but this is currently being considered.
- The Clerk reported that HMRC is still accepting cheques and so the bank mandate has not yet been followed up.
- There was a discussion about the use of the Playing Field following the erection of the signs. This would be considered in more detail by the Sub Committee and reported to the next Council meeting

### **3. MUGA FINANCES**

There had been a meeting of the MUGA sub Committee when it was agreed

- to amend the MUGA accounts so that the financial year ties in with the Parish Council and Internal Audit
- that from 1 April any specific PC payments or receipts for the MUGA should be noted separately in the account to ensure that the full cost of the provision can be seen.

It was also noted that there should be some recognition within the accounts that the Council is now responsible for the MUGA finances, even though the bank account and accounting system would continue to be managed separately.

**DL**

### **4. REQUEST(S) FOR FUNDING**

There were no requests for funding, although the Clerk noted that at the last Council meeting it had been agreed to fund an Interpretation Board for the new Flit Valley Walk (being set up by Flitwick Town Council) The decision had been to fund part of the £1670 cost by using the under spend in the 2016-17 S137 budget. This figure is £596 and the Clerk asked if this could be added to the 2017-18 S137 budget in readiness for the invoice. This was agreed

**AGREED to carry the S137 underspend forward to 2017-8 budget**

**DL**

### **5. BUDGET 2016/17 QUARTERLY ACCOUNTS REPORT, BANK RECONCILIATION AND ACCOUNTS SIGN OFF FOR AUDIT**

The Clerk presented the Q4 accounts and these were discussed. The differences between the actual end of year spend and budget was discussed and it was noted that there were one or two unavoidable under and over spends, but in general the budget had been pretty accurate. The quarterly reconciliation showed the accounts balanced subject to the 17p discrepancy, which had occurred all year as it was a late interest entry and be included in the balance figure next year, and this was noted

It was agreed to sign the accounts off in readiness for the internal audit, subject to the addition of an entry showing the MUGA funds	
<b>AGREED That the 2016-17 accounts be accepted (subject to the addition above) and passed to the internal auditor</b>	<b>DL</b>
<b>6. VAT Claim 2016/17</b>	
The VAT reclaim of £2,840.51 was noted	
<b>7. PAY SCALES</b>	
<ol style="list-style-type: none"> <li>1. The Committee noted the current rate of the National Living wage (£7.50) and agreed to maintain the £7.50 per hour rate for all casual staff for the forthcoming year</li> <li>2. The Clerks pay scale is currently Point 26 (LC2) and it was agreed to move this to point 27 (LC2) to take effect from April 2017</li> </ol>	
<b>AGREED That</b>	
<ol style="list-style-type: none"> <li>1. The rate of £7.50 per hour remain for all casual staff</li> <li>2. The Clerks salary be moved to Point 27 from 1 April 2017</li> </ol>	<b>DL</b>
<b>8. INSURANCE</b>	
Two quotes had been received from the principal Parish Council insurers and these were significantly different per annum. Cllr Gates agreed to look at the terms of the policies but subject to his approval Cllrs agreed to accept the cheapest quote	
<b>AGREED that subject to the Policy terms being checked, the cheapest quote supplied by Aon be accepted</b>	
<b>9 Governance &amp; Accountability for Smaller Authorities in England</b>	
It was felt that the Council already complies with the Guide and this should be clear in terms of answers in the Annual Return, although if its adoption is still on a voluntary basis, then formal adoption could be left until the following year. This would be discussed with the Internal Auditor when the accounts are submitted.	
<b>10. INFORMATION ITEMS</b>	
(i) The residents traffic warning signs at Joes Close were discussed and it was made clear that the Council had no objection to these but at the same time, should not have any liability for them either	
<b>11. NEXT MEETING</b>	
The next meeting will take place on 5 July 2017	

The meeting ended at 20.40h