

# FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Finance Committee held at The Church Hall Flitton on Wednesday 19 October 2016

Present: Councillors N. Arthur (Chair), N Thompson (ex officio), G Ellis, R Stokes M Lowe and P Woodland

Also Present: D Lawson: Clerk to the Council

## 1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Cllr T King sent apologies

2. MINUTES OF THE LAST MEETING The Minutes of the meeting held on Wednesday 6 July 2016 had been approved by the Council

## 3. REQUEST(S) FOR FUNDING

There were two generic letters from Sue Ryder and Link A Ride requesting a donation and it was felt that more information was required plus a completed grant application before they could be considered

AGREED

The Clerk to ask the organisations concerned to complete a grant application form

4. QUARTERLY ACCOUNTS REPORT and BANK RECONCILIATION (i) The Clerk referred to the pre circulated Q2 accounts and these were discussed.

There were some overspends where money had been paid out but would be received back and some under-spends.

(ii) The quarterly reconciliation showed an almost correct balance (17p discrepancy) and this was noted.

## 5. EXTERNAL AUDIT FOR THE FINANCIAL YEAR ENDED 31 MARCH 2016

The External Auditors comments were noted and the three points for action were considered. The approval of accounts dates would be watched in 2017-18 and a risk register would be implemented (see below)

## 6 RISK REGISTER

The Clerk circulated copies of the Risk Register Template sent by the BATPC's and it was discussed. It was agreed that each sub-committee would consider their own risks at a future meeting and note them on a blank template (Clerk to circulate) and the Clerk would work on all the corporate risks so that a full register could be compiled by the end of the financial year.

## 7. ANY BUDGET VARIATIONS

There were two known budget variations in the financial year

- Allotment Funding for Water at Greenfield
- Highways match Funding

It was felt that both should and could be funded out of slippage or the contingency budget up to a total of £3000 each and if necessary or if time allowed, be included in the 2017-18 budget

AGREED

To fund the above two schemes up to £3000 each in this or the next financial year

## 8 LOCAL GOVERNMENT FINANCE SETTLEMENT - PARISHES AND COUNCIL TAX REFERENDUMS

The Clerk outlined the National consultation and request from the BATPC for any comments. Members felt that the introduction of the referenda process for larger Town Councils may lead to consideration in the future for smaller Parish Councils and that this would be an unacceptable breach of the local democratic process as well as the referendum cost outweighing the benefit of any council tax increase.

AGREED

that the Clerk send in comments based on the above

## 9. COMMUNICATIONS

The editor of Flit'n'More had asked for a meeting and this will be arranged in due course with a report back to a future meeting

## 10 MUGA

Cllr Arthur outlined the details of a meeting with the Voluntary MUGA Chair on behalf of the Committee who all wished to stand down after 10 years of voluntary service. Their work and dedication was applauded and the legacy they were leaving was hugely appreciated. Details of the meeting were discussed including

- Finances
- Lettings
- Condition of the Site
- Future maintenance plans and costs
- Bookings Clerk role and need to meet
- Formation of possible Sub Committee and Cllr Fishers potential interest

The Sub Committee concluded that the Council should be recommended to accept responsibility for the running and financing of the MUGA (under the responsibility of a new Sub Committee)

AGREED

To recommend that the Council agrees to accept all future responsibility for the management, maintenance and future financing of the MUGA

## 11. 2017-16 BUDGET

All Committee and Sub Committee Chairs were requested to think about their spending requirements for next year's budget and let the Clerk have any figures or schemes which they would want to be taken into account

The meeting ended at 21.40h

## NEXT MEETING

The next meeting on Wednesday 11 January 2017 was noted.

Signed this 11<sup>th</sup> day of January 2017

Chairman