

WOODHALL SPA PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 12th DECEMBER 2.30PM IN THE COUNCIL CHAMBERS, STANHOPE AVENUE

PUBLIC FORUM

No members of the public were present.

PRESENT

Councillors: D Clarke, T Clapton and R Sanderson

IN ATTENDANCE

Joann Greer (Parish Clerk)

524/17 CHAIRMAN'S REMARKS

No remarks were made.

525/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

There were no apologies, all members were present.

526/17 DECLARATION OF MEMBERS' INTERESTS

There were no disclosable pecuniary interests declared in matters on the agenda.

527/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

528/17 NOTES OF THE FINANCE COMMITTEE MEETING HELD ON 14th NOVEMBER 2017 TO BE APPROVED AS THE MINUTES

It was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting.

529/17 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

There were no new matters arising however new electronic banking signatories are still to be processed.

530/17 TO APPROVE AUTOMATED PAYMENTS AND PAYMENTS TO BE MADE

There were no payments for approval at the meeting.

531/17 TO PREPARE A DRAFT BUDGET 2018/19 FOR REVIEW BY THE COUNCIL ON 19TH DECEMBER

A draft budget was considered in detail. A proposed budget will be taken forward to the Council on 19th December with a recommendation of £72000.00 assigned to costs, which equates to approximately 3%

532/17 TO CONDUCT THE ANNUAL REVIEW OF THE FINANCIAL REGULATIONS

It was agreed that subject to the Co-Op bank being able to support the dual authorization system that, the regulations are to be amended to identify that 2 authorisation signatures are required prior to any internet payments being made.

Throughout the document the word 'Council' is to start with a capital letter C. One councillor queried whether the regulations should continue to refer to both the Clerk and RFO as currently the two roles are conducted by one person. It was agreed by a majority to keep the wording as is.

533/17 TO CONSIDER OPTIONS FOR AN ACCOUNTING PACKAGE FOR THE FINANCIAL YEAR 2018/19

Two companies, Scribe and R. S.B, offer an accounting software package on a free trial to parish councils. The Clerk and the Chairman are to access the packages to establish if they are suitable and cost effective with a possibility of using an accounting package in the new financial year.

534/TO REVIEW THE CO-OP AND HAMPSHIRE TRUST BANK MANDATES AND UPDATE AS REQUIRED

It was proposed, seconded and unanimously agreed to remove L. Sisley and A. Bushell from the bank signatories list for the Hampshire Trust Bank and replace with M. Williams and J. Greer.

The Co - operative Bank have amended their policy and now require all Councillors to complete form 3b with their details. The paperwork has been made available for Councillors to complete and sign prior to returning to the Co – operative Bank before the end of the year.

535/17 TO SET THE DATE FOR THE NEXT MEETING

Date of the next meeting, Tuesday 11th January at 2.30pm

The Chairman declared the meeting closed at 3.50pm.