

MINUTES OF THE WOODHALL SPA PARISH COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 4TH MAY 2017 AT 2.45PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE

The meeting started 15 minutes later than scheduled due to the Personnel Committee meeting overrunning.

PRESENT

Councillors: L Sisley (Chairman), D Clarke, T Clapton and R Sanderson

IN ATTENDANCE

A Bushell (Parish Clerk)

180/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN

There were no apologies, all members were present.

181/17 DECLARATION OF MEMBERS' INTERESTS

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

182/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA

There were no requests for dispensations.

183/17 NOTES OF THE FINANCE COMMITTEE MEETING HELD ON 4TH APRIL 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.

184/17 REPORTS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES

(117/17) Internal audit: The accounts were with the auditor and would be returning the following week.

185/17 TO APPROVE PAYMENTS TO BE MADE

It was proposed, seconded and unanimously RESOLVED to approve the payments as detailed below:

Retrospective payments

Recipient	Details	Amount
Amanda Bushell	Wages – April	£1,035.14
HMRC	PAYE & NI Contributions – April	£248.92
LCC Pension Fund	Pension contributions – April	£349.58
Broxap	Litter bin	✓ £240.00
Woodhall Spa in Bloom	Plants	£160.89
Jubilee Park Bowling Club	Grant	£250.00

Payments to be made

Recipient	Details	Amount
R.G Hygiene	Office cleaning – April	✓ £24.00
Talk Talk Business	Telephone calls, line rental & broadband	✓ £37.74

Welton Garden Services	Cemetery maintenance, village maintenance and grass verge cutting	✓ £2,148.00
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✓ Includes 20% VAT which will be reclaimed from HMRC.

* Includes 5% VAT which will be reclaimed from HMRC

186/17 TO APPROVE THE END OF YEAR ACCOUNTS TO BE PRESENTED AT THE ANNUAL PARISH MEETING (APM) ON 9TH MAY; AND TO BE APPROVED BY FULL COUNCIL ON 16TH MAY

The Committee went through the accounts and it was agreed to approve them for presentation at the APM, and then to be formally approved by the Parish Council on 16th May.

187/17 TO REVIEW THE RISK ASSESSMENT FOR FINANCIAL PROCEDURES

The Committee went through the risk assessment and it was acknowledged that both Cllr Sisley and Cllr Clarke had been given access to the Parish Council's on-line banking facility. The risk assessment was approved.

188/17 TO REVIEW THE FINANCE EMERGENCY PLAN; AN TO ENSURE THAT ALL PROCEDURES ARE IN PLACE TO COVER A PERIOD WITHOUT A CLERK IN EMPLOYMENT

The Committee went through the Finance Emergency Plan, and it was agreed that Cllr Sisley would look after the Council's finances during a period without a Clerk in employment, and she would meet the Clerk the following week to be shown where things were and how they were done.

189/17 TO SET THE DATE FOR THE NEXT MEETING

It was agreed that the next meeting would be scheduled once the new Clerk was in post.

The Chairman declared the meeting closed at 3.00pm.