

MEETING OF THE FINANCE & GENERAL PURPOSE COMMITTEE

Tuesday 10th October at 6:30pm

The Parish Council Office, Old School Building, Main Street, Burton Joyce

MINUTES

Present: Cllrs P Hyde (Chair) J Johnson (Vice Chair) P Blandamer, S Cluff and R Ringham

In attendance: J Sherrin (Clerk)

- FGP17/001** **Apologies for absence** were received and accepted from Cllr C Hutt (Holiday)
- FGP17/002** **Election of Chair and Vice Chair** Cllr P Hyde unanimously elected as chair. Cllr J Johnson unanimously elected as Vice Chair.
- FGP17/003** **Declaration of interests** - None
- FGP17/004** **Minutes of the previous meeting** held on March 21st 2017 agreed unanimously as a true record and duly signed by the Chair.
- FGP17/005** **Financial Performance** – Cllr Hyde reported that figures would be brought up-to-date this week now the issue from out-sourcing the book keeping had been resolved. The 6 month figures will be available at November Full Council. Clerk to provide summary of rents received from Old School Building against expenditure for next F&GP meeting. OSB Trustees have been sent invoice for gas works. Cllr S Cluff to liaise with Clerk to provide them with details.
- FGP17/006** **Year End Audit Report** – Notice of Conclusion of Audit from Grant Thornton received and noted. Notice published on Website.
- FGP 17/007** **Internal audit monitoring** - Cllr J Johnson to arrange audit with office and Poplars to take place in November. Cllr Cluff to provide Clerk with information to extract data from Poplars bar takings. Clerk to contact D Dixon to arrange mid-year internal audit.
- FGP17/008** **Room Hire Rates** – Room hire rates for the Old School Building – proposal to go to Full Council with simple summary of hire rates.
- FGP17/009** **Sage Accounting System** – Change of book-keeper noted. Issue of late payment of payroll has been brought to the attention of payroll provider. To be monitored over coming months.
- FGP17/010** **Local Government Pension Scheme** – Annual deficit payment of 17.7% due from the Parish Council, totalling £5227 pa required to be applied to monthly repayments - noted. Noted that 2018/19 budget will need to build in this cost.
- FGP17/011** **Banking** – Issues associated with banking with Unity Bank noted. Review in 3 months.
- FGP17/012** **Financial Regulations**– Resolved to for a Working Group consisting of Cllrs Hyde, Johnson and Blandamer to review Financial Regulations and bring proposal to next F&GP meeting in November.

FGP17/013 Budget Planning 2017-18 – Resolved for all Committee agendas to have Budget Planning as an item for the next meetings.

FGP17/014 Chair's report – Nothing to report

Meeting closed 7:20pm

Date of next meeting – 7pm Tuesday 14th November

Signed: _____

Date: _____

Chair, Finance & General Purpose Committee