

BARHAM PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING HELD AT CLAYDON & BARHAM VILLAGE HALL ON MONDAY 5th NOVEMBER 2018

PRESENT: S. Carr, J. Lea & D. Milward

Chair S. Carr invited Councillor J. Lea to open the meeting. Councillor Lea was pleased this was the first of the commencement of a finance committee for Barham again. The committee is designed to provide recommendations to full council for decision making.

1.11 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

2.11 APOLOGIES: A. Deveney

3.11 DECLARATIONS OF INTEREST APPROPRIATE TO ANY ITEM ON THE AGENDA

There were no declarations given.

4.11 FINANCE

- a. Monthly payments – It was agreed to sign cheques to the value of £2968.91 – for the full list of payments (see payment schedule document on file)
- b. The Clerk provided the committee with October's bank reconciliation and online statement. This was noted and approved by the committee. The clerk noted that she was happy with the help from Councillor Lea in the processes currently being used to report the finances to the council. The clerk also wished to highlight the major benefits to online banking access for a more efficient and timely completion of the monthly finances.
- c. The committee have noted the charges for the Parish Elections 2019 and have asked the clerk to contact MSDC regarding a timeframe for receiving the re-election forms for completion by the parish councillors.

After some issues with payroll transferring to SALC the clerk is now happy that this is working as requested. The committee have noted and approved this. Chair S. Carr reminded the committee that Councillor A. Deveney was looking into payroll systems the council could use without having to pay for a service every month.

Clerks hours and any overtime hours completed are authorised by either Chair S. Carr or Councillor A. Deveney before submission to SALC Payroll.

The clerks change of working schedule has been going well and will continue as the contracted 9 hours being done over 2 days a week and in the instance of a meeting week the clerk will do a 3 day week and the additional hours needed to prepare and attend the meeting are paid as overtime.

5.11 REVIEW INTERNAL CONTROLS DOCUMENT

The committee have reviewed and made changes to the parish councils internal accounting controls document. This will be presented to full council for their approval at December's council meeting.

6.11 REVIEW FINANCIAL REGULATIONS DOCUMENT

The committee have reviewed the parish councils' financial regulations document. The committee felt there was no need for any changes at this time. The reviewed date will be amended to show that the document has been reviewed and this will be presented to full council for their approval at December's council meeting.

7.11 FUTURE FINANCE COMMITTEE MEETINGS

The finance committee have agreed that meetings will take place quarterly. 2019 dates have been agreed as 4th of February, 20th of May, 9th of September and 4th of November. The clerk will add the 20th May and 9th September as additional dates to the list and book the village hall if available if not look to book the SALC offices.

8.11 INTERNAL AUDIT REPORT

The committee noted the report and the feedback from SALC from questions that had been raised by Councillor Deveney.

Actions arising:

- Clerk to identify potential other sources for the provision of internal audit.
- The committee reviewed the practice of previous years and lessons learnt from the recording of £50 expenditure paid to a previous employee.
- The committee identified that access controls to the parish's various computer systems should be held securely by the chair for use only in an emergency.

9.11 EXTERNAL AUDIT REPORT

The committee noted the report and the comments relating to the DD. It was also noted that the council had to make use of the services of PKF Littlejohn as they had been awarded the contract for 5 years.

10.11 BUDGET SETTING TIMELINE & DRAFT BUDGET FOR 2019/20

The finance committee reviewed the budget document presented to them by the clerk. The committee agreed to recommend an increase of 2% on the precept for 2019/2020. Final review would take place in January 2019 before submission to MSDC.

11.11 BUDGET MONITORING

Further to item 10.11 the committee were happy to follow the budget monitoring process as has been used over recent months.

12.11 GRASS CUTTING TENDER

Following the recent tendering process, the committee agreed to award a contract to N P Jelley Gardening Services. Committee also agreed to request other quotes from N P Jelley for other areas of maintenance in the village.

13.11 STREET CLEANING TENDER

The clerk to approach interested parties to quote for the street cleaning contract.

14.11 SPEED SIGN BATTERY

It was agreed that Councillor Milward would contact Councillor Allan to identify the best way forward. Once this is agreed the clerk will place an order.

15.11 CORRESPONDENCE

The committee noted the following:

- The clerk informed the committee that recent communication from SALC advised that membership subscriptions for 2019-20 will remain at the same level as 2018-19.
- The clerk informed the committee that recent communication from MSDC regarding dog & litter bin charges for 2019-20 will be increased. Dog bins will be increased to £41 from £35 and litter bins will be increased to £35 from £30.

The meeting closed at 9.20pm and the next Finance Committee meeting is on Monday 4th February 2019 at 7.30pm in the Claydon & Barham Village Hall.

Chairman

Date