

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

The Bounty
Godstone Green
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Minutes

of the Finance Committee meeting held on Tuesday 15 May 201 at 10am in The Bounty.

Members: Cllrs R Johnson, C White and M Gillman
Apologies: Cllrs D Stone
In attendance: Mrs S Endersby
Public Forum: None

1. Apologies for absence

- 1.1 Apologies were received from Councillor D Stone due to a prior personal commitment.
- 1.2 The committee accepted the apologies and the meeting was deemed quorate.

2. Declaration of Interest - None

3. Minutes

3.1 Minutes of the meeting held on 8 December 2017 – The committee reviewed the minutes of the meeting held 8 December 2017.

RESOLVED – The committee unanimously agreed that the minutes were a true reflection of the meeting and that they be signed by the committee chairman.

3.2 Minutes of the meeting held on 3 May 2017 – Councillors noted that there was an incorrect figure detailed in Appendix B of the Minutes of the meeting held on 3 May 2017 as detailed below:

2018 budget spend as detailed in Appendix B - Total of the column is actually £275,500. The £298,500 figure detailed is incorrect and £275,500 is the correct amount. The total for the Greens and Commons budget had been included as well as the individual amounts, so effectively included twice in error on the worksheet.

The information had been corrected as appropriate.

4. Review of Fees and Charges 2018/19

4.1 Garden Plot Increase – The committee considered the matter referred to them by the full Parish council in relation to Garden plot charges.

4.2 It was noted by the committee that parishioners had contacted the Parish in relation to the increase objecting and questioning the substantial increase in the fees for Garden plots.

- i. It was noted the in December 2017 that the charges for the garden plots at The Enterdent would be £40 for a small plot and £80 for a large plot, this is compared to the previous charge of £21.50 for a small plot and the first increase actually actioned since 2005/06.
- ii. The committee considered the matters raised and agreed that every effort had been made to strike a balance between income and the benefit of those who use the plots. Noting that there was potential to look at the square metre sizes of the plots in December 2019.

RESOLVED - The committee resolved that there would be no change to the garden fees agreed at the meeting in December 2017 and they will stay as the agreed amounts.

5. Committee Terms of Reference

5.1 Terms of Reference – The committee reviewed the Terms of Reference as detailed below:

The Finance Committee will meet twice a year, in November/December and March. Other meetings may be arranged if circumstances require.

Members of the Committee will be appointed at the Annual Meeting of the Parish Council and the quorum will be 3 members. The Committee will elect its own Chair.

The Finance Committee will, on behalf of the full Council, review and agree annually:

1. All fees and charges made by the Council.
2. Salaries of all employees and motor mileage rates.

3. *Chairman's Allowance*
4. *Financial Risk Assessment and monitor effectiveness of the system of internal control.*
5. *Asset Register and Parish Council Insurance cover and effect any changes required.*
6. *Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.*
7. *Monitor budget spend and agree any virement.*
8. *Consider and agree action upon any Internal/External Audit recommendations.*
9. *Review Financial Regulations annually.*
10. *At the March meeting, the Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries, and consider applications for donations/grants from local organisations and pay if budget permits.*
11. *Deal with any other financial matters, as delegated to the committee by the Parish Council.*

The Council has delegated responsibility to the Finance Committee for items 1, 3, 4, 6 and 7. All decisions made by the Finance Committee to be reported to the full Council for noting or agreement.

RESOLVED - The Committee unanimously agreed that the Terms of Reference were still fit for purpose and that there were no amendments necessary.

ACTION FC 5/2018 – 1 - The Committee to recommend the Terms of Reference to the Full Parish Council at the next meeting for approval.

6. Audit

6.1 Internal Auditor

6.1.1 The committee confirmed receipt of the Internal Auditors report and considered the contents of the Internal Audit report for 2017/18 – the year ended 31 March 2018.

RESOLVED - The Committee unanimously agreed that the internal audit report demonstrated that financial controls were satisfactory and there were no issues of serious concern raised or that needed to be addressed.

6.1.2 Annual review of effectiveness of internal control

RESOLVED - The Committee unanimously agreed that the current internal controls are working, for better 'Good Practice' it was agreed that the expenditure columns should be reviewed in further detail regularly by the full Parish council.

6.1.3 The committee reviewed the actions and matters raised at the December meeting from the Interim Audit 2017/18 report:

Internal Audit Year Ended 31st March 2018 - Interim Audit – Summary of Recommendations

ITEM	ACTION
A. Books of Account	
i. Recommended to the Clerk that it would be sensible to carry out a brief audit against the requirements of the Code to ensure that the Council is fully compliant for when the law changes; and	Transparency Code (TC) – Noted law changing next year – the Parish council works towards areas of the TC already and will continue to. Committee noted.
ii. Signposted Crowborough Town Council as a good site to review.	Noted and intend to as part of the Website work taking place.
B. Financial Regulations & Payments	
i. Recommend on next review the tender thresholds are aligned.	ACTION CLOSED - Amend the standing orders to match the Financial regulations in terms of monetary limits for contracts. Committee noted that this had been completed.
C. Risk Management & Insurance	
i. Asset cover appears adequate; however, money cover appears low (£150,000) and should be reviewed at next renewal.	ACTION – On next renewal increase Fidelity cover from £150,000 in comparison to the potential amount in the bank and also, use Asset register as a working document to review our insurance policy on renewal. Committee noted that this will be addressed in October 2018.
D. Budget, Precept & Reserves	
i. The Council was able to demonstrate that budget monitoring reporting to members is completed on a monthly basis. Reporting is comprehensive, and is minuted,, minutes could be more descriptive.	Noted – has this improved? Committee noted and discussed variance columns being reviewed quarterly.
ii. Items that exceed budget and need to be discussed at council vis virements.	Noted – has this improved? Committee noted the council should continue to be mindful of monitoring items that exceed the budget.

H. <u>Assets and investments</u> - Recommend that overtime the following is added to the register.	
• Insurance value – to show if an item is incurred and appropriately insured	Noted – Closed as column added
• Condition	Noted – Closed as column added
• Last physically seen/vouched.	Noted – Closed as column added

6.2 External Auditor - Audit 2017/18

- 6.2.1 Annual Governance and Accountability Review (AGAR) for year ended 31 March 2018
i. Annual Return and supporting documents circulated following the internal auditors visit on Friday 11 May.
- 6.2.2 AGAR – Annual Governance Statement and Accounting Statement
i. Annual Governance Statement for year ended 31 March 2018 - The committee reviewed Section 1 – Annual Governance Statement 2017/2018 and completed the required checks.

RESOLVED – The committee unanimously completed and approved the Annual Governance Statement and it was agreed that it be signed by the Chairman.

- ii. Annual Accounting Statement for year ended 31 March 2018 - The committee reviewed Section 2 – Annual Accounting Statement 2017/2018

RESOLVED – The committee unanimously approved the Annual Governance Statement and it was agreed t it be signed by the Chairman.

7. Financial Regulations –

- 7.1 Review regulations and agree any changes – It was noted by the committee that the Financial regulations had only been reviewed in January 2018.
- 7.2 The Clerk currently has no further amendments that she is aware of needing to be completed.
- 7.3 The Committee were satisfied that there were no changes required to the Financial Regulations.

8. Asset Register

8. 1 The committee reviewed the asset register and were satisfied with the register.

9. Insurance Cover

- 9.1 Insurance renewal – Councillors noted that the renewal was due October 2018
- 9.2 The committee would await quotes and arrange a special meeting if required.
- 9.3 It was noted that the Fidelity amount should be checked on renewal.

10. Financial Position – 2017/18 – General Review

- 10.1 To review the latest receipts and payments report; agree any virement.
- 10.2 Designated and Restricted Funds
i. It was noted that the reserves sheet which includes the Designated and restricted funds had been presented and discussed at the Full Parish Council meeting on 14 May 2018 and are detailed below for reference.
ii. The committee noted the current balances.

	01/04/2017	Receipts	Payments	Tfrs	Cfwd
General fund	27350.68	88,613.95	- 96,716.20	- 4,669.01	14,579.42
Designated Funds					
Hilly fields Car Park	115536.39	-	- 4,860.17		110,676.22
Children's Play Ground	25000	-	- 11,467.50	4,840.00	18,372.50
Neighbourhood Plan		-	-	500.00	500.00
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	0	-	-	3,000.00	3,000.00
Restricted Funds					
CIL	-	8,126.98	-	- 4,840.00	3,286.98
Blindley Heath Mgt Grant	7,779.85	-	- 7,779.85		-
Christmas Lights	317.50	745.00	- 475.08		587.42
Hilly Fields	402.76	-	- 320.00		82.76
Pond (GG)	339.99	-	-		339.99
War Memorial	263.71	-	- 1,432.72	1,169.01	-
Neighbourhood Plan	-	-	-		-
Monies held for local organisations		1,000.00	-		1,000.00
Total	176990.88	98,485.93	- 123,051.52	-	152,425.29

- iii. The committee noted that the reserves sheet, detailing the designated and restricted funds should be reviewed when the new financial year (2018-2019) cashbook workbook is prepared.
- iv. The following amends required to the restricted funds were noted:
a) Remove the Blindley Heath Management Grant line; and
b) Budget for War memorials.
c) Committee to review the Restricted Funds in December 2018.

ACTION FC 5/2018 – 2 – The clerk to ensure that a review of the Restricted Funds is included on the appropriate agenda.

- v. Councillors noted the monies held for local organisations, the money is being held for the organisation Wheeling Wheels which is being set up.

ACTION FC 5/2018 – 3 – The clerk to send a letter to the Wheeling Wheels contact to establish when the funds can be transferred.

11. Budget for 2018/19 - To discuss and agree changes to budget set in December 2017.

11.1 The budget to be reviewed on completion of the Car Park construction Tender.

ACTION FC 5/2018 – 4 – The budget to be reviewed and monitored following the Car Park Tender completion.

12. Grants

12.1 Continuous Grants

i. St Stephens – A grant of £500 was proposed.

ii. Blindley Heath Cricket Club – A grant of £500 was proposed.

RESOLVED – The committee unanimously agreed that the grants be paid annually in support of these local organisations that support the Parish and the local community.

12.2 Other Grants – to be listed for the meeting.

i. Pavilion Clock – A request for funds of £580 to correct the problem of resetting the clock after a power failure.

RESOLVED – After considering the funding request the committee unanimously agreed that they did not recommend the payment of £580 and this would be reported to the full Parish council.

ACTION FC 5/2018 – 5 – The committee to report grant decisions and recommendations to the full Parish council.

13. Date of next meeting

12.1 The committee agreed the proposed date of Tuesday 27 November 2018 at 10am at the Bounty for the next meeting.

12.2 The committee agreed a reserve date be set and agreed that Tuesday 11 December 2018 be reserved to deal with any matters raised by the full parish council following the recommendation of the budget and precept.

Part 2 – The committee passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.