

Great Wilbraham Parish Council

Minutes of the Finance Meeting of Great Wilbraham Parish Council Held Thursday August 10th August, 8.30pm at the Little Wilbraham Church

Present: Roddy Tippen (Chair), Sally Ramus and Stephen Bartlett
The Clerk, Natalie Mulvey was in attendance.

F15-16/1 **To receive and approve apologies for absence** - J Beadsmoore had sent his apologies which were accepted.

F15-16/2 **Declarations of interest and dispensations**

- (a) To receive declarations of interest from Councillors on items on the agenda – None
- (b) To receive written requests for dispensations for disclosable pecuniary interests – None
- (c) To grant any requests for dispensation as appropriate – None

F15-16/3 **To discuss and agree the roles and responsibilities of the Finance Committee** – R Tippen opened the meeting with a full discussion on all aspects of Parish Council finance. He has reviewed the standing orders and financial regulations and highlighted some of the important aspects. The objective of the Finance Committee is to support the Council in all financial matters, one role is to ensure adherence to the GWPC Financial Regulations which was last reviewed in October 2014 and governs the conduct of the Parish Council's financial management. R Tippen advised that the full council cannot delegate decisions on various issues, including setting the final budget and precept. However, the Finance Committee are in a good position to advise and recommend on both these requirements. The Finance Committee currently includes R Tippen (Chair) J Beadsmoore, S Ramus, S Bartlett and supported is by N Mulvey.

Powers – The GWPC Finance Committee has no powers other than to act under a delegated authority from the full Council.

Responsibilities – It has been formed to assist and, where appropriate, guide the Responsible Financial Officer (RFO - N Mulvey) in the fulfilment of her duties.

The RFO holds a statutory office and is appointed by GWPC.

R Tippen provided all a copy of the NALC, "what can local councils do?" This details under what powers any expenditure can be made.

The committee discussed how much money the Parish Council had in reserve and the importance of where the money was held. The Council are currently investigating options for internet banking. In the meantime, the RFO was asked to arrange for the R Tippen and S Bartlett to be added as signatories. As requested by R Tippen the Clerk proposed a process for approval of payments under £500.

R Tippen presented a bullet point report including a draft action plan for discussion, this included ongoing, annual and special items.

ACTION: CLERK

F15-16/4 **To review progress against the 2015 – 2016 budget** – The committee reviewed a budget vs

payment & receipts report which contained everything up to and including items on the July agenda. It was difficult to review the figures given the relative inexperience of new members, however, all agreed that there didn't appear to be any apparent anomalies. Although the report gives the date it was produced the RFO was asked to note clearly what date payments & receipts were included up to.

ACTION: CLERK

F15-16/5 **To discuss preparation of 2016 – 2017 budget** – The budget needs to be prepared by the finance committee in October so that it can be discussed at the November PC meeting and agreed at the January meeting. The Clerk was asked to include items for budget consideration on the September agenda.

ACTION: CLERK

F15-16/6 **Public Works Loan for Memorial Hall Renovation project** – Santander had provided written confirmation that the Public Works Loan funds had been received. Discussions will take place in preparation for the September meeting on the best options for passing this money over to the Memorial Hall Trustees.

ACTION: CLERK

F15-16/7 **Date of next meeting** – Monday 19th October 2015

There being no further business the meeting closed at 9.36pm.