

East Donyland Parish Council

Finance & Personnel Committee Meeting – 3rd May 2017
The Football Club, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Vice Chairman, Doug Clay, opened the meeting at 7pm as acting Chairman, Cllr Tony Pullon having resigned from the committee on the 2nd May.

Present: Cllrs D Clay, A Appleyard, R Helliwell, P George; Clerk - N Matthews

- 01/17 To receive and accept apologies and to note absences:** Apologies received from Cllr Crouchman.
- 02/17 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none
- 03/17 To approve the minutes of the meeting held on 22 March 2017:** RH proposed, DC 2nd - agreed.
- 04/17 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 05/17 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:**
- i) Annual Governance Statement for the year ending 31.03.17
 - ii) Accounting Statement (Annual Return) for the year ending 31.03.17
 - iii) Financial statements for the year ending 31.03.17
 - iv) Bank reconciliations (current, deposit and debit card) 31.03.17:
 - v) Budget 2017-18:
- All documents were noted and approved, with thanks to the Clerk for preparing them. Items i) and ii) to be recommended for approval at full council on 11.05.17.
- 06/17 To consider any current and future training needs of the Clerks, RFO & Councillors:** None at present; noted that the Clerk has set aside hours to complete the CiLCA portfolio in May.
- 07/17 To receive the internal audit report for the year ending 31.03.17, carried out by Jan Stobart on 24.04.17:** Noted, the report reflects the good procedures and controls that the council has in place, with only two minor issues to be addressed.
- 08/17 To note the revised Asset Register as at 31.03.17:** Noted; NM to add the dog bag dispensers.
Action – the Clerk.
- 09/17 To receive an update from the Clerk regarding forthcoming leave requirements:** NM has advised the Chairman of training leave requirements for May, and will advise further dates for stage 2 leave requirements for May - August after a meeting on 9th May. *Action – the Clerk*
- 10/17 To review the Action List pertinent to the Finance & Personnel Committee:** noted.
- 11/17 To note the time and date of next meeting as 26 July 2017, 7pm:** noted.

The meeting closed at 7.09pm.

Agreed as a true record.

Signed: Date: