

East Donyland Parish Council

Finance & Personnel Committee Meeting – 9th May 2019

St Lawrence School, Rectory Road, Rowhedge, following full council meeting

MINUTES

The Chairman, Anna Appleyard, opened the meeting at 7.57pm.

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

- 01/19 To elect a Committee Chairperson for the forthcoming year:** RH proposed Cllr Appleyard be re-elected as Chair; PG 2nd – all agreed.
- 02/19 To elect a Committee Vice-Chair for the forthcoming year:** AA proposed Cllr Clay be re-elected as Vice-Chair; RH 2nd – all agreed.
- 03/19 To receive and accept apologies and to note absences:** Apologies received from Cllr Crouchman.
- 04/19 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none.
- 05/19 To approve the minutes of the meeting held on 14 March 2019:** AA proposed, PG 2nd – all agreed.
- 06/19 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 07/19 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:**
- i) **Financial statements for the year ending 31.03.19:** Noted with thanks to NM. NB, parish councils are required to maintain the asset register as purchase price with no depreciation of assets.
 - ii) **Bank reconciliations (current, deposit and prepaid debit card) 31.03.19:** noted.
 - iii) **Budget 2019-20:** Some budget reallocations are proposed to take account of recent agreed expenditure e.g. legal costs relating to EDCA lease. PG proposed the amended budget be approved; DC 2nd – all agreed. *Action – the Clerk*
- 08/19 To consider any current and future training needs of the Clerks, RFO & Councillors:** Noted that the Clerk is booked to attend training on Playground Inspections, the revised Standing Orders and updates to Law & Procedures.
- 09/19 To receive the internal audit report for the year ending 31.03.19, carried out by Jan Stobart on 24.04.19 - attached:** noted.
- 10/19 To note the revised Asset Register as at 31.03.19 – attached:** noted.
- 11/19 To review the Action List pertinent to the Finance & Personnel Committee – attached:** noted.
- 12/19 To note the time and date of next meeting as 11th July, following full council meeting:** noted.

The meeting closed at 8.05pm.

Agreed as a true record.

Signed: Date: