

Shincliffe Parish Council
 Minutes of the Meeting of the Finance Committee – held on
 Tuesday 9th May 2017 - 7pm at The Avenue Inn

1.	<p>Present: Cllr G Lee (in the Chair), Cllr A Lee and K Cuthbert (Parish Clerk)</p> <p>Apologies: None</p>	
2.	<p>Notes of previous meeting: It was resolved that: the minutes of the meeting held on 10th February 2017 be approved as a true record.</p>	
3.	<p>Matters arising: Matters arising – County Cllr David Stoker agreed to fund the gates along the A177.</p>	
4.	<p>Mini audit The following audits were undertaken in May 2017:</p> <ul style="list-style-type: none"> • All income and expenditure • Bank statements and bank reconciliation • Petty Cash • Postage Account; and • Payroll <p>Peter Ferries has left the Parish Council and left a vacancy for the mini audit. The Finance Committee agreed that any Councillor could perform this task. To be discussed in the next Parish Council meeting.</p>	Clerk / GL
5.	<p>FY 16/17 Year to date review The Finance Committee reviewed the financial analysis for the financial year to date. It was noted that the forthcoming precept would support an improved reserves position, but further consideration should be made to improving this position during the next financial year.</p> <p>Cllr A Lee and the Clerk had met to review the horticulture financials. It was agreed that the financials were accurate and timely and would complement the Finance Committee financial review, and therefore it was agreed that this analysis would be circulated in advance of the next Finance Committee meeting, along with the Parish Council financial analysis.</p> <p>The finance committee recommended the end of year accounts for approval.</p>	AL/ Clerk/ GL
6.	<p>PC Credit Card The Finance Committee agreed to obtain two credit cards. A discussion ensued around the authority limits to be applied to the credit cards.</p> <p>The chair agreed to submit the request for two credit cards.</p>	GL

	The clerk agreed to contact the internal auditor for best practice guidance and would review the Financial Regulations accordingly, for consideration at the next meeting.	Clerk
7.	AOB None	
8.	Date and venue of the next meeting: Tuesday 12 th September 2017 – 7pm at The Avenue Inn.	