

Shincliffe Parish Council
 Minutes of the Meeting of the Finance Committee – held on
 Thursday 16th February 2017 - 7pm at The Avenue Inn

1.	<p>Present: Cllr G Lee (in the Chair), Cllr P Ferries, Cllr A Lee and K Cuthbert (Parish Clerk)</p> <p>Apologies: Cllr A Olechnowicz</p>	
2.	<p>Notes of previous meeting: It was resolved that: the minutes of the meeting held on 8th November 2016 be approved as a true record.</p>	
3.	<p>Matters arising: There were no matters arising from the minutes.</p>	
4.	<p>Mini audit Cllr P Ferries agreed to conduct a review of the accounts on a quarterly basis. The following audits were undertaken in February 2017:</p> <ul style="list-style-type: none"> • All income and expenditure • Bank statements and bank reconciliation • Petty Cash • Postage Account; and • Payroll <p>Cllr P Ferries found no issues to report, and also commented that the accounts were extremely well maintained and commended the Clerk on her work.</p>	
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. 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>	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> <p>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.</p>	GL Clerk

7.	AOB Cllr A Lee noted that gates on the A177 had progressed and would be more expensive than first expected. This would be brought to the Parish Council for discussion.	AL
8.	Date and venue of the next meeting: Tuesday 9 th May 2017 – 7pm at The Avenue Inn.	