

Shincliffe Parish Council  
 Minutes of the Meeting of the Finance Committee – held on  
 Tuesday 8<sup>th</sup> November 2016 - 7pm at The Avenue Inn

<b>1.</b>	<p><b>Present: Cllr G Lee (in the Chair), Cllr A Olechnowicz, Cllr P Ferries, Cllr A Lee and K Cuthbert (Parish Clerk)</b></p> <p><b>Apologies: None</b></p>	
<b>2.</b>	<p><b>Notes of previous meeting and matters arising:</b>          It was resolved that: the minutes of the meeting held on 13<sup>th</sup> September 2016 be approved as a true record.</p>	
<b>3.</b>	<p><b>FY 16/17 Year to date</b>          The Finance Committee reviewed the financial analysis for the year to date. It was noted that there were 3 items of expenditure outside of the FY 16/17 budget, namely the replacement of the Parish Council Laptop (including software, transfer of information and set up costs), the replacement of two Notice Boards and the development cost for the new Parish Council website.</p>	
<b>4.</b>	<p><b>FY17/18 precept</b>          The first draft of the FY 17/18 budget was shared with the Finance Committee and a lengthy discussion ensued, taking into account the 2016/17 actual and forecast spend, and anticipated 2017/18 spend.</p> <p>The reserves position for 2016/17 was anticipated to reduce to approximately £8,000 if commitments were made to bench maintenance, election costs, tree maintenance, sustainable planting and supporting local initiatives. The Finance Committee discussed the reserves position and concluded that it would be prudent to maintain an appropriate level of reserves for unforeseen events, whilst ensuring that public money was used wisely.</p> <p>The Horticulture Chair proposed a budget of £6,000 for the forthcoming financial year, the same budget as the previous financial year. Due to the efficiencies created from the sustainable planting initiative, the Horticulture Committee would continue to absorb price rises.</p> <p>Given the support for improvements from residents surrounding ‘Footpaths and Foliage’, the budget would remain at a comparable level for 2017/18.</p> <p>It was noted that the accruals from previous years were prudent and should be continued. A small increase in the Election Cost accrual was proposed, to take into account the likely increase in costs for 2021 elections.</p>	

	<p>It was noted that the budget should provide value to the residents in Shincliffe Parish, but have the foresight to be prudent in the event of unforeseen circumstances.</p> <p>After lengthy discussions, a proposal of a 2% increase to the precept would be brought to the Parish Council December meeting.</p>	
<b>5.</b>	<p><b>PC Credit Card</b> Cllr P Ferries shared the research into the available online payment facilities. The Finance Committee discussed using Paypal, but concerns were raised that not all suppliers use Paypal as agreed form of payment.</p> <p>It was agreed that the best option would be to use a Parish Council credit card. Two cards would be obtained and the financial regulations and authority limits reviewed to ensure compliance.</p>	<b>Clerk/ PF</b>
<b>6.</b>	<p><b>AOB</b> It was noted that Cllr P Ferries would conduct an independent review of all invoices and payments with the Clerk for the period April 2016 to February 2017. This will also include an internal audit of the Petty Cash account.</p>	
<b>7.</b>	<p><b>Date of next meeting:</b> Thursday 16<sup>th</sup> February 2017 – 7pm at The Avenue Inn.</p>	