

Shincliffe Parish Council
 Minutes of the Meeting of the Finance Committee – held on
 Tuesday 13th September 2016 - 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: None</p>	
2.	<p>Notes of previous meeting and matters arising: It was resolved that: the minutes of the meeting held on 14th June 2016 be approved as a true record.</p>	
3.	<p>FY16/17 Budget vs actuals The clerk had encountered unforeseen and significant issues with the Parish Council laptop – it was identified that the laptop was coming to the end of its useful life. Due to these issues, the financial analysis was not available in a format suitable for Finance Committee review therefore it was agreed that this analysis would be circulated once the laptop issues were resolved.</p> <p>The Chair advised that the Finance Committee would review the precept for Financial Year (FY) 17/18 at the November Finance Committee meeting.</p>	Clerk
4.	<p>Horticulture financial analysis The Clerk and the Horticulture Chair agreed to meet on Saturday 24th September, 2016 to review the horticulture financial analysis, once the issue with the laptop had been resolved.</p>	Clerk/ AL

<p>5. AOB</p>	<ul style="list-style-type: none"> The Finance Committee agreed that the current laptop issues were consuming much of the Clerk's valuable time. The laptop had become unstable 'shutting down' on a random but regular basis and taking over 15 minutes to reboot. Recent attempts to resolve the issue with technical support were unsuccessful and the laptop was now over 5 years old. <p>The Finance Committee recommended and supported the requirement to purchase a new laptop and would bring this to the September Parish Council meeting. It was agreed that the laptop should be 'fit for purpose' but represent good value. The clerk expressed a view that the laptop should be disposed of in an appropriate manner and agreed to investigate recycling options. The Finance Committee agreed.</p> <ul style="list-style-type: none"> Financial regulations – the clerk advised that it was good practice for a Finance Committee member to conduct an independent review of the invoices and payments. Cllr Ferries agreed to perform this duty on a quarterly basis with the Clerk. Cllr Ferries agreed to become a bank account signatory. The Clerk agreed to forward the necessary paperwork. Cllr A Lee raised the possibility of an online payment facility. On previous occasions, suppliers of bedding plants had required payment before delivery and the Parish Council only had a cheque payment facility. Cllr Ferries agreed to research available products and provide feedback on options. 	<p>Clerk/ GL</p> <p>Clerk/ PF</p> <p>Clerk/ PF</p> <p>PF</p>
<p>6.</p>	<p>Date of next meeting: Tuesday 8th November 2016 – 7pm at The Avenue Inn.</p>	