

Wheatley Parish Council

Finance Committee Minutes 18th June 2018

Present: P Gregory (PG), D Lamont (DL), T Newman (TN), A Sercombe (AS), R Street (RS), P Willmott (PW)

Officer: Michelle Legg, Clerk

No	Item	Action
1.	ELECTION OF CHAIRMAN – Cllr D Lamont proposed Cllr Newman, this was, seconded by Paul Gregory. Cllr Newman accepted the nomination and took control of the meeting.	
2.	ELECTION OF VICE CHAIRMAN – Cllr D Lamont proposed Cllr Sercombe, which was seconded by Cllr Newman. Cllr Sercombe accepted the nomination.	
3.	APOLOGIES FOR ABSENCE – Cllrs Bell and Shields	
4.	DECLARATIONS OF INTEREST - none	
5.	MINUTES AND UPDATES OF THE PREVIOUS FINANCE COMMITTEES on 18 th April 2018 (previously circulated) and 21 st May 2018 circulated with agenda. Both sets of minutes were signed as a true record of the meeting.	
6.	TO RECEIVE AN UPDATE from the Clerk <ul style="list-style-type: none">i) New accounting year/SAGE One progress – progress being held up by delays to finalising the accounts.ii) Debtors - £200 remains outstanding for 2017-18 from newsletter advertising from businesses no longer in operations. The committee agreed unanimously to write these off. Clerk to actioniii) Gurm Dosanjh insurance claim – info shared on progressiv) Internal Auditors report circulated - notedv) New banking facilities in place – and BACS payments will be carried out where appropriate, following agreed procedures.vi) Payment of staff wages – Staff have been asked to complete and return forms to enable BACS payments to be made in the future.	
7.	TO RECEIVE AN BUDGET UPDATE FROM THE MAPLE TREE CENTRE Received. Members were impressed with the professionalism and progress of the group.	
8.	TO REVIEW GRANT APPLICATIONS <ul style="list-style-type: none">i) The Maple Tree (£10,000) – The committee gave this great deliberation and following OCC's precedent Cllr Newman, seconded by Cllr Sercombe to taper the grant going forward. Committee agreed unanimously to grant £7,500 this year spread over 3 payments. Providing a future application is made for the next financial year this would be supported by future grants of £5,000/£2500 over two years. Clerk to arrange payment and covering letter explaining the terms	Clerk

- ii) St Mary's Churchyard (£500) – Proposed by Cllr Gregory, seconded by Cllr Sercombe. 5 voted in favour with 1 abstention. **Clerk to arrange payment** Clerk

9. TO CONSIDER A NEW PARISH COUNCIL NOTICEBOARD for outside the Parish Office.

Quotes had been received from three suppliers for a timber version and one quote for a recycled plastic/timber effect version. The committee were pleased with the quality of the recent purchases for London Rd and agreed to purchase the board from H Stebbings. **Clerk to place order.** Clerk

10. TO RECEIVE AN REPORT FROM INTERNAL CHECKER

Cllr Street met with officers to start process. It was decided that checks would be undertaken throughout the year. Reports by exception will be made to the finance committee, with an annual report to parish council. RS

11. FINANCIAL MANAGEMENT Clerk

i) Figures for April 2018 to be presented – nominal code reports circulated and were noted.

ii) Bank Balances

Tracker	£145,686.75
Current Account	£12,614.20
Treasury	£61,200.60
	£219,501.55

ii) Recent Bank statement was signed by Cllr Newman

12. SCHEDULE OF PAYMENTS AUTHORISED (INC. PAYMENT CARD) - Clerk
Attached with agenda and were agreed.

13. CORRESPONDENCE RECEIVED AND ANY ISSUES REQUIRING URGENT ATTENTION Clerk

i) agreed to find quotes for new computer

ii) grass cutting agenda item

iii) Cllr will make a presentation at next meeting about 'community app' that may help community engagement. **Clerk to add this to the agenda.**

NEXT MEETING 15TH OCTOBER 2018