

Wheatley Parish Council

Finance Committee Minutes

Monday 19th February in the Parish Office at 7.30pm

Present: Cllrs R Bell (RB), P Gregory (PG), Lamont (DL), Newman (TN) (Chair), M Shields (MS), R Street (RS), P Willmott (PW).

Members of the public: none

No	Item	Action
65.	APOLOGIES for Absence - none	
66.	DECLARATIONS of Interest – Cllr Lamont – SAGE Training Cllr Newman – Planning items and SODC LEADER training Cllr Willmott - Wheatley Playing Field Trust, Wheatley	
67.	MINUTES AND UPDATES OF THE PREVIOUS FINANCE COMMITTEE ON 18 th December 2017, minutes were signed after an amendment to Item 57 - Report will be sent to the Finance Committee.	
68.	TO RECEIVE AN UPDATE from the Clerk i. S106 funds for Mill Green – decision made to apply for all S106 money. ii. Planning application for Pavilion – awaiting 50% refund on fees iii. Business Rate rebate (Goodman Nash) – received and commission paid iv. LEADER funding – (discussed including Farm Close Road Rec.) v. SAGE training – being undertaken vi. VAS – repairs requested vii. Play equipment installed – new spinner installed viii. Moore Stephens confirmed as new external auditor ix. SO Lottery – info and invite previously circulated x. WNP funding – received Groundwork grant xi. Christmas Fair – update on donations to charities	
69.	TO RECEIVE A BUDGET UPDATE FROM MAPLE TREE CENTRE Update received. Clerk to send out final grant cheque	Clerk
70.	TO REVIEW GRANT APPLICATIONS i. Sharecare – Cllr Willmott proposed, seconded by Cllr Gregory a grant of £1,000 unanimously in favour. Money to be taken from contingency ii. Enrych – A proposal made by Cllr Newman, seconded by Cllr Shields unanimous for £200 grant iii. Fusion – St George’s Funday Propose PW, MS grant up to £450 Clerk to contact organisations and arrange payments	Clerk
71.	UPDATE FROM OALC FINANCE TRAINING AND PROPOSAL FOR AN INTERNAL CHECKER Notes previously circulated and Clerk made a request for an internal checker. Cllr Street offered to take up the role. Clerk/RS to meet and Clerk to circulate the checklist.	Clerk
72.	CONSIDER PLANS FOR END OF YEAR ACCOUNTS/ANNUAL RETURN Cllr Bell made a proposal, seconded by Cllr Lamont that more detailed reports with commentary are produced.	

The Clerk made a request for help to assist with this.
RB agreed to help the clerk.

RB/Clerk

73. TO REVIEW NEWSLETTER PRODUCTION COSTS

Reviewed, TN asked for a print management quote with final consideration and decision made between Clerk and Assistant Clerk. **Clerk to action.**

Clerk

74. TO CONSIDER GURMAJE DOSANJH GARAGE REPAIRS

Photographic evidence circulated to committee re damage from tree on parish council land (previously removed).

It was agreed to accept responsibility, make insurance claim and to either liaise with contractors. If not appointed by insurers the committee asked for three quotes for repair work to be considered at the next meeting.

Clerk to action

Clerk

75. FINANCIAL MANAGEMENT

Clerk

i) Budget headlines 2017/18 (as 11 Jan 2018) and balances

	Budget 2017-18	Running Total	Budget 2018-1
General	£ 59,368.00	£ 44,579.78	£ 61,345.81
Finance	£ 1,000.00	£ -	£ 1,000.00
Open Spaces	£ 34,700.00	£ 29,674.57	£ 36,775.00
Community	£ 57,310.00	£ 27,245.35	£ 44,500.00
Capital Expenditure	£ 3,500.00	£ -	£ 3,500.00
Contingency	£ 3,000.00	£ -	£ 3,000.00
	£ 158,878.00	£101,499.70	£ 150,120.81
Balances 19.01.18		£ 57,378.30	
Tracker	£ 117,827.63		
Treasury Deposit	£ 61,136.37		
Current Account	£ 16,749.00		

ii) Reconciled bank statement to be signed – signed by Cllr Newman

76. SCHEDULE OF PAYMENTS AUTHORISED (INC. PAYMENT CARD) -Attached with agenda. TN asked why WNP were paying for photocopying.

Clerk to liaise with WNP committee.

Clerk

77. CORRESPONDENCE RECEIVED AND ANY ISSUES REQUIRING URGENT ATTENTION - None

Clerk

78. ITEMS FOR INFORMATION - None

All

79. DATE OF NEXT MEETING – Monday 18th April

Meeting closed at 9pm