

WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

Draft Minutes of the Meeting of the Parish Council's Finance Committee held on Thursday 2nd July 2015 in the John Jeffery Room, The Old School Community Hall at 10.00

F15/001 Present

Cllrs Denton, Fisher, Douglas and Vaughan

F15/002 In Attendance

The Clerk

F15/003 Apologies for Absence

Cllrs Runciman and Firth

F15/004 Declarations of Interest

None

F15/005 Election on Chair and Vice Chair

Cllrs Runciman and Denton both confirmed their interest in being re-elected.

RESOLVED that Cllr Runciman be re-elected Chair and Cllr Denton Vice- Chair.

Cllr Denton took the Chair

F15/006 Minutes of the last meeting

RESOLVED that the Minutes of the previous meeting, held on 20.11.14 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

F15/007 Matters arising

There were no matters arising

F15/008 To decide upon the Grant application review date for 2015-16

RESOLVED that the grant applications for 2015-16 will be reviewed at the September 2015 meeting.

The grant application forms are available from the Clerk or on the Parish Councils website www.wiggintonparishcouncil.org.uk. A notice will also be included in the August Outlook.

F15/009 To consider future banking arrangements

The Clerk reported that together with Cllr Vaughan they have investigated alternatives to banking with our existing bankers now that they have closed the Haxby Branch.

RESOLVED that the clerk and Cllr Vaughan would continue a review with Lloyds Banking Group and confirm any changes to the Parish Council in due course.

F15/010 To consider the level of reserves

The Clerk informed members that although the Parish Council reserves were appropriate, they are not held in a single account. The reserves are considered to be 50% of the precept level, S 106 funding, clerk's gratuity and other designated funds.

RESOLVED that reserves will be held in the High Interest Account and be representative of required levels.

F15/011 To receive a financial update

The Clerk presented a provisional reconciliation to 30.06.15.

Reconciliation to	30.06.15	PROVISIONAL		
Balance brought forward		01.04.15	High Interest Account	29909.71
Balance brought forward		01.04.15	Current Account	10342.22
Deduct unrepresented payments		2014-15	cheques 100323/324/325	-3520.60
Add un presented receipts		2014-15		
BALANCE		01.04.15		<u>36731.33</u>
Add total receipts		2015-16	to 31.05.15	25355.72
Less total payments presented		2015-16	to 31.05.15	-16856.2
Balance carried forward			to 31.05.15	<u>45230.85</u> <u>45230.85</u>
Bank Reconciliation				
Opening balance HSBC Bank			High Interest Account 01.04.15	29909.71
Interest received			to 31.05.15	2.81
BALANCE				<u>29912.52</u> 29912.52
Opening balance HSBC Bank			Current Account 01.04.15	10342.22
Less unrepresented payments		2014-15		-3520.60
Add unrepresented receipts		2014-15		
Add receipts		2015-16	to 31.05.15	25100.87
Less payments presented		2015-16	to 31.05.15	-3694.73
BALANCE				<u>28227.76</u>
				-
Less May 2015 payments unrepresented cheques 100338 to 347 incl.				11919.58
Less June 2015 payments unrepresented cheques 100348 to 351 incl.				-1241.89
Add June receipts				252.04
BALANCE			30.06.15	<u>15318.33</u> <u>15318.33</u>
Total balance				<u>45230.85</u>

SUBJECT TO CHANGE

RESOLVED that the report be noted.

F15/012 To consider and decide upon amendments to the Internal Systems of Controls

The clerk informed members of the need to increase the levels of monthly financial checks and reconciliation and to review and amend the Standing Orders to reflect these and other recent changes advised by NALC and other local needs.

RESOLVED that increased checks on a monthly basis will be introduced and carried out by any two of the ten councillors but not the Chair and Vice Chair of the Finance committee together. To recommend to the Parish Council that two councillors are nominated at each Parish Council meeting to carry out the task together with the Clerks assistance who will prepare appropriate documentation. The clerk will amend the Standing Orders for approval by the Parish Council.

F15/013 Other Business Not Requiring Notice

Cllr Vaughan informed members that together with the Clerk meetings have taken place with our solicitor to review land and property ownership registration. The matter is now well advanced and will cost £ 600.00 plus vat and registration fees.

RESOLVED that the matter be noted and reported to the Parish Council.

F15/014 Date and Time of Next Meeting

RESOLVED, that the next meeting of the Parish Council's Finance Committee is to be advised after consultation with the Finance Committee Chair. It is provisionally set for September 28th or 29th 2015.

NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Parish Council.