

# WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

Draft Minutes of the Meeting of the Parish Council's Finance Committee held on Tuesday 28<sup>th</sup> August 2012 in the Old School Community Hall at 18.00

## **F12/024 Present**

Cllrs Runciman (Chair) Denton, Douglas, Spence, and Vaughan

## **F12/025 In Attendance**

The Clerk

## **F12/026 Apologies for Absence**

Cllr Unsworth

## **F12/027 Declarations of Interest**

None.

## **F12/028 Minutes of the last meeting**

**RESOLVED** that the Minutes of the previous meeting, held on 27<sup>th</sup> June 2012, be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

## **F12/029 Matters arising**

a) The Clerk reported that the transfer of the Parish Councils Bank Accounts to HSBC is now complete and working satisfactorily. The City of York Finance Department and HMRC have been informed of the changes. The proposed investing of reserves with the Co-Operative Bank has not yet been carried out. It is anticipated that this will be completed prior to the next Finance Committee meeting. The investment will be £15000.00 in a one year bond @ 2.5% interest.

b) The Clerk confirmed that all Parish Council grant payments have been made and each recipient has acknowledged receipt. The Chair requested that they each be asked to complete a confirmation of completion form.

**RESOLVED** that the Clerk will progress the matter.

c) Cllr P Vaughan reported that he and Cllr Runciman have met with members of Haxby Town Council to discuss the Staffing arrangements for the Haxby and Wigginton Joint Burial Committee. As of today no response has been received from Haxby.

**RESOLVED** that Cllr P Vaughan will draft bullet points, for approval by the Finance Committee, to be included in a letter to be sent to Haxby Town Council in respect of Wigginton Parish Council concerns.

**RESOLVED** that the matters be noted and actioned accordingly.

## **F12/030 Financial Update**

a) The Clerk informed members of the current financial position of the Parish Council, members received a bank reconciliation and a management account spread sheet.

b) It was confirmed that the first quarter VAT refund has been received.

c) Members were also informed that a S106 payment of £ 3921.00 has been advised by City of York in respect of Jacobean Lodge Planning Application 11/00423/FUL.

**RESOLVED** that the Clerk will check that the S106 payment has been received by HSBC and what restrictions or conditions if any are attached to the payment.

d) The Clerk also provided a Reconciliation of The Poor and Towns Land Charity Bank Account. Cllr Vaughan confirmed that Solicitors have now advised on management of the Charity and distribution of the account funds.

e) The Clerk confirmed that the external auditors Mazars have completed the audit. They have reported that *'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

**RESOLVED** the Clerk will attach a 'Notice of Conclusion of the Audit and right to inspect the Annual Return' to the Parish Council notice board for a period of 14 days.

**RESOLVED** that the matters be noted and actioned accordingly.

#### **F12/031 Internal Auditor**

The Clerk informed members that arrangements have been made for the Internal Auditors to carry out the half year audit (April-September 2012) on Tuesday 16<sup>th</sup> October at 9am.

**RESOLVED** that the matter be noted.

#### **F12/032 Young Achievers Award 2012**

The Clerk reported that the Young Achievers Committee has reached a decision on the scheme winners for 2012. Members agreed that a total of £600.00 will be awarded so that each person will receive £200.00. The results will be advised and published at the next Parish Council meeting to be held on 4<sup>th</sup> September 2012.

**RESOLVED** that the matter be noted and the Clerk to take appropriate action following the next parish Council meeting.

#### **F12/033 Other Business Not Requiring Notice**

None raised.

#### **F12/034 Date and Time of Next Meeting**

**RESOLVED**, that the next meeting of the Parish Council's Finance Committee will be held on Wednesday 31<sup>st</sup> October 2012 at 1800.

**NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Finance Committee.**