

**MINUTES OF THE WALBERTON PARISH COUNCIL FINANCE COMMITTEE HELD IN  
THE PAVILION AT 6.30pm ON MONDAY 27 FEBRUARY 2017.**

**Attendees:** Councillors Strickland (Chair), Mrs Clark, Camerer Cuss.  
Mr Pepler – Acting clerk.

**84/17 Apologies**  
Apologies were received from Cllr Rogers.

**85/17 Declarations of interest in items on the agenda**  
None.

**86/17 Confirmation of Minutes**  
The minutes of the Finance Committee of 12 December 2016 were confirmed as being a true record of the business conducted.

**87/17 Matters arising**  
None.

**88/17 Urgent matters**  
None.

**89/17 Finances**  
1. The latest bank statement of income/expenditure and a balance of £30144.10 was noted.  
2. Expenditure by Cost Centre was correct to end of January but had not yet been updated for February.  
3. The expenditure vs budget actual and projected year-end figures were viewed and discussed. a number of corrections were made to estimated expenditure in the current year.  
4. The statement of actual and projected reserves had been discussed previously.

Cllr Mrs Clark expressed concern that the financial records presented at the meeting differed from those circulated with the agenda, and that past records were not being electronically saved. This made it difficult to see where any updates or amendments had been made, and gave rise for opportunities for errors to be made. Recommendations were made as to improving the use of Excel spreadsheets, which Cllr Strickland and Acting Clerk will progress and report back.

**90/17 2017/18 Budget**  
Two revisions were deemed necessary:  
i. Clerk's work at home allowance to be paid while on half sick pay.  
ii. Audit budget raised to £500 to provide for payment of an Internal Auditor.

**91/17 VAT**  
Noted: a reclaim of £1667.91 VAT for April and May 2016 has been submitted to HMRC.

**92/17 Accounts handling**  
The Acting Clerk reported that he is becoming increasingly familiar with using Excel spreadsheets.

Authorisation of payments and the signing of cheques was discussed.  
Agreed: All invoices for payment are to be authorised by the Chair of Finance and one other member of the Finance Committee, Cheques should be signed by the Chair of Finance or Council Chair and one other authorised signatory.

**93/17**            **Year-end accounts**  
The Acting Clerk reported that the pack for completion of the year-end accounts should arrive in early March, and that it will be necessary to appoint an Internal Auditor. The Acting Clerk was asked to make some enquiries and report back.

**94/17**            **Nat West Debit Card Application**  
1. The draft proposal for a Debit Card was considered.  
Resolved: The draft proposal be accepted, with the proviso that card holders sign and comply with the conditions of an agreed indemnity form.  
2. It was determined that there will be two card holders, the Chair of Finance and Chair of the Parish Council; with a maximum daily limit for a single cash withdrawal of £100 per card, and a maximum daily limit for cash withdrawals of £200 on the account..

**95/17**            **Future of Council Website**  
A discussion took place on the future of the council website and a need to follow up what is necessary to publish online was identified.

**96/17**            **Estimates & quotes**  
1. Three quotes for the repair of the Twitten wall, Maple Parade, were considered and that submitted by R. Durdle was approved.  
2. The increase quoted for the village grass cutting in the next year by M Kennedy was considered acceptable.

**97/17**            **Pavilion & Playing field fees**  
The review of the pavilion and playing field fees submitted for consideration by the Acting Clerk was considered and found acceptable from a Finance viewpoint. It was recommended that it be referred to the General Purposes Committee as an item for their next meeting agenda.

**98/17**            **Date of next meeting**  
The next meeting is in the Pavilion at 6.30pm on Tuesday 2 May 2017.

Signed .....  
Chair

Date .....