

**MINUTES OF THE FINANCE WALBERTON PARISH COUNCIL FINANCE
COMMITTEE HELD IN THE PAVILION AT 6.30pm ON TUESDAY 16 MAY 2017.**

In attendance: Councillors Strickland (Chair), Rogers, Camerer Cuss.

187/17 Apologies for absence

Apologies were received from Cllr Mrs Clark.

188/17 Declarations of interest in items on the agenda

None.

189/17 Confirmation of the minutes

The minutes of the Finance Committee meeting of 27 February 2017 were confirmed as being a true record of the business conducted.

Cllr Strickland referred to minute 89/17 regarding Cllr Mrs Clark's concerns on the way that financial records were represented. He reported that there is now only one Current accounts workbook, of which a 'read only' copy will be saved whenever the workbook is published for the Committee or Full Council. Access guidelines to past saved copies will be prepared.

Cllr Strickland reported that there had been no developments as yet with regards to minute 95/17.

190/17 Finances

1. The latest bank statement was noted.

2. The current accounts as per current account workbook was noted. Cllr Strickland reported that significant recent expenditure is pointing to a probable budget overspend at the end of the year. Consideration should be given to generating funds.

191/17 VAT

1. VAT refund of 1667.91 was noted

2. VAT refund claims of £2342.50 was noted The Acting Clerk reported that £725.91 of this had been received on 9 May 2017.

192/17 Year end accounts

1. The Internal Audit Report completed by R S Hall & Co for the year end 31 March was considered. It concluded that, with due regard to the items reported, no matter came to attention that gave reasonable cause to believe that in any material respect the regulatory requirements had not been complied with. The accounting arrangements, procedural controls, records and documentary evidence were considered satisfactory, and accurately recorded the Council's financial position.

The report's findings were considered:

Item 4. The Acting Clerk reported that he has a meeting shortly to have the accounts workbook updated to allow automatic population of cost centres.

Item 9. It was agreed that a bank reconciliation should ideally be done at the end of each month, and definitely a week prior to future Finance Committee meetings.

Items 10 & 11. It was agreed that Standing Orders, Financial Regulations and Risk Assessments will be reviewed during the year.

The meeting accepted the report and its findings.

2. Cllr Rogers and the Acting Clerk agreed a date to complete the Annual Return for submission to the External Auditor.
3. The Committee approved the Annual Governance Statement 2016/17.
4. The Committee approved the Accounting Statements 2016/17.

193/17

Updates on actions at previous meetings

1. Cllr Strickland reported that the Debit Card application form had been completed and that he and Cllr Clark had signed the indemnity form. The Acting Clerk reported that the application has been posted.
2. Cllr Strickland reported that the matters of the Clerk's pay on his retirement had been finalised and confirmed that the Acting Clerk's pay will be managed by Arun District Council when he takes up post.

194/17

Asset register

Cllr Strickland to ask Cllr Mrs Clark to forward a copy of the asset register to Cllr Rogers identifying which items are currently insured or not.

195/17

Risk assessment

The Acting Clerk reported that he is due to attend a course on risk assessment in June, after which he will report back on how best to develop a risk assessment policy.

196/17

Financial regulations

Financial regulations will be reviewed during the year to ensure compliance.

197/17

To approve outstanding payments

One item on a list prepared by the Acting Clerk was authorised for payment.

198/17

Date of next meeting

In the Pavilion at 6.30pm on Tuesday 11 July 2017.

Signed.....

Date.....