

**MINUTES of the GREAT BUDWORTH PARISH COUNCIL FINANCE
COMMITTEE MEETING
held at the PARISH HALL at 7.15 PM on MONDAY 4th July 2016**

Opened at 7:15pm

1. Welcome and record attendance

Present

Chairman H Brudenell

Council Members R Collier, M Kershaw, H Forwood, M Torrance, A Lee

Also present

Clerk C Marshall

Public 1

2. Apologies L Hopkinson, P McAndrew

3. Declarations of Interest

None declared

4. Representation from the public

None

5. Terms of Reference

Resolution: Agreed by all that the Finance Committee Terms of Reference remain unchanged (Appendices 1)

6. Audit

The Clerk advised that the completed 2015/16 Parish Council Audit has not been returned by BDO to date.

However, it has been indicated that there will be a qualification on the final audit in relation to the councils practice of reviewing its risk assessment policy. Although it was minuted that it would be reviewed at a Risk Assessment Meeting in 2015 it was not formally reviewed and accepted by the full Parish Council in the year 2015/16.

Resolution: Cllr Collier to review the current risk assessment policy and present it to the Parish Council at the September Parish Council meeting for approval.

7. 2016/17 Budget

Clerk advised that the Parish Council is currently within budget for 2016/17 (Appendices 2 – 2016/17 Budget Spreadsheet and Appendices 3 – 2016/17 Bank Reconciliation)

Clerk requested the purchase of the 10th Edition of the Arnold-Baker on Local Council Administration at a cost of £73.60.

Resolution: Agreed by all that the purchase of this reference book be included in the 2017/18 budget.

Initial of Chairman:

Clerk advised that renewals were due for the Information Commissioner Office (£35.00) and McAfee Security (£59.99) for the Parish computer.

Resolution: *Agreed by all that these payments be made, and that an amount is included on the 2017/18 budget for these and the Windows annual renewal for the parish computer.*

Payment of £59.99 for McAfee Security to be vired from the Tree work budget line.

Payment of £35.00 for the Information Commissioners Office be vired from the Notice Board budget line.

8. Payments

(i) Resolution: Payments agreed and approved by all for:

Employee Salary and Pension costs for June and July- £989.42

Employee Expenses - £45.90

Stationary Costs - £20.30

Training - £45.00

McAfee Computer Security - £59.99

BT - £102.00

Volunteer Mesh Donation - £210.00 (Sect. 137) – (agreed in principal to be formally approved at the July Parish Council Meeting)

Information Commissioners Office renewal - £35.00

(ii) The Council Signatories for the Parish Council Bank Account were not all present – so signing of the pre-paid card application form was not possible at this meeting.

(iii) It was agreed by all that the payments made and received by the Clerk and the processes followed be checked and reviewed by a Councillor (who is not a signatory on the Parish Council bank account) prior to the September meeting of the Finance Committee as per the Parish Councils Financial Regulations.

9. Wifi in the Parish Hall

No response to Parish Council letter regarding the WiFi in the Parish Hall received to date from the Parish Hall Committee.

Resolution: *Agreed by all that a letter be sent by the Clerk to the Parish Hall Committee advising that the Parish Council is of the view that the cost of the WiFi should no longer be met by the Parish Council and should be the responsibility of the Parish Hall Committee due to the fact that groups using the hall are charged a commercial rate for its use.*

10. Saltscape Grant Funding

Resolution: *Agreed by all that the Parish Council will seek funding from Saltscape for improvements to the walkway in The Avenue.*

Cllr Collier to provide the Clerk with the quotations he has received for the work required.

Clerk to then complete Saltscape Application.

Further agreed that Councillors will email the Clerk any further suggestions they may have for additional parish projects that Saltscape may be able to fund for discussion at the next meeting of the Finance Committee in September.

11. Parish Council leases and properties

It was agreed by all that this matter to be deferred for discussion at the July Parish Council meeting.

12. Online Banking

Resolution: Agreed by all that the Parish Council would like to access online banking facilities for the Parish Council Bank Accounts.

Agreed by all that the Clerk and the Chairman of the Finance Committee be the authorised users of the online banking at this time.

13. Parish Council Website

Clerk advised that Transparency Code funding is available for Parish Councils to update their websites.

Resolution: Agreed by all that the Clerk will contact the Transparency Code Fund to confirm how much funding can be obtained for assistance with the website and then seek quotations for the cost of updating the Parish Council website.

Closed 7.40 pm

Signed as a true record

**Chairman of the Finance Committee
5th September 2016**

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