

Twyford Parish Council Meeting Minutes

Finance Committee

Minutes Thursday 10th October 2013 7.30 pm

Present	In Attendance	Apologies
Cllr Sonia Watson	Elizabeth Billingham – Clerk	
Cllr Angela Forder Stent		
Cllr Ralph Sciaff		
Cllr Waine Lawton		
Cllr David Evans		

F11/13 - Apologies for absence and declarations of interest.

There were no apologies sent prior to the meeting. Cllr Daryl Henry was absent.

F12/13 - To adjourn for public participation

There were no members of the public.

F13/13 – To approve the minutes of the meeting held on 13th June 2013

RESOLVED to sign as a true record.

F14/14 – Matters arising from these minutes

F09/13 - Risk assessment was referred to this meeting.

See item F15/13 below.

F15/13 – To review and approve the Financial Risk Assessment and agree to attach to the Financial Regulations to be reviewed annually at the AGM.

RESOLVED to accept with agreed amendments and refer to the FPC.

Proposed by Cllr Watson and seconded by Cllr Lawton, all Councillors agreed.

F16/13 – To accept the Audit report from the BDO and note the decision of the qualification status for 2012/13 accounts. To agree to refer to the FPC.

The Chair noted the audit report by the BDO. The report had come back with a qualified status due to the risk assessment not being accepted by the FPC. RESOLVED to refer to the FPC Oct 13

Proposed by Cllr Watson and seconded by Cllr Forder Stent and all agreed.

F17/13 – To accept the half yearly accounts review

See below

F18/13 –To discuss and review the draft budget forecast for 2014/15

The committee reviewed both the half yearly accounts and the draft budget forecast.

RESOLVED to agree that the half yearly accounts, with agreed amendments, be referred to the FPC Oct 13.

ACTION: Cllr Watson and the Clerk to meet and clarify some points to refer to the FPC.

AGREED: To increase S137 and decrease Grants.

Budget forecast 2014/15 referred to the next finance meeting – Nov 13.

F19/13 - To discuss and approve of any costs incurred to set up home office of the new Clerk

RESOLVED to agree to £15 per month towards mobile phone. Proposed by Cllr Lawton and seconded by Cllr Evans and all agreed.

F20/13 -To discuss using the Disclosure and Barring Service (DBS)

The committee sought the advice of the NALC and it was noted that DBS was not required when appointing a Clerk and RFO.

RESOLVED to not use the DBS at this time.

F21/13 - Review of the insurance policy asset levels and refer to the FPC

The committee reviewed the list and believed it was fit for purpose. The committee discussed the possibility of having the items professionally valued but felt that there was adequate coverage in place.

RESOLVED to agree the insurance policy asset levels were suitable.

F22/13- To consider contributing to the Christmas lighting.

The committee considered this action and agreed that there was insufficient information and that it should be

a decision of the FPC not the finance committee.

F23/13- To discuss any further projects to be included in the budget for 2014/15

Agreed to put it on the agenda for the FPC.

F24/13 – Date and time of the next meeting.

21st November 2013 – NB – agreed after the meeting to change to 19th November.

Cllr Angela Forder Stent apologised that she would not be able to attend the next meeting.