

TWYFORD PARISH COUNCIL

Finance Committee

Minutes Thursday 11th June 2015 7.30 pm

Present	In Attendance	Apologies
Cllr Sonia Watson	Elizabeth Billingham – Clerk	
Cllr Mitchell		
Cllr Corcoran		
Cllr Lawton		

Item	Agenda
1/15	Apologies for absence and declarations of interest.
	Cllr Forder Stent had sent her apologies. Declaration of Interest – Cllr Corcoran in Churchfields.
2/15	To Elect a Chair
	Cllr Watson was elected Chair
3/15	To Elect a Vice-Chair
	Cllr Lawton was elected Vice Chair
4/15	Annual Accounts
4.1/15	To approve the accounts for Twyford Parish Council 1st April 2014 to 31st March 2015 to be sent to the external auditor
	The committee were given the Year to date figures broken down by nominal code. The changes were explained. It was agreed to add a Neighbourhood Plan code in Sage for Income and Expenditure. Lines no longer required could be hidden as zero content. APPROVED
4.2/15	To review the Annual Return Section 1 and make a recommendation to the Parish Council for approval
	APPROVED
4.3/15	To review the Annual Return Section 2 and make a recommendation to the parish Council for approval
	Section 2 – Clerk would send out the questions ahead of the TPC FPC meeting so that Councillors could read them through.
4.4/15	To review the Internal Audit Report and discuss actions

	<p>The Committee read through the report and agreed actions.</p> <p>It was agreed that the payments, bank totals and budget would be embedded in the TPC FPC minutes so that they can be easily available on the website.</p> <p>Asset register – AGENDA for TPC FPC – To agree that a working group can review the register.</p> <p>VAT return – Clerk would print a VAT return to show to that it had been produced and SAGE reconciliation. This would be given to the Finance Chair to sign off at the meeting after the quarterly return (July 2015)</p> <p>Agreed that received and actions</p>
5/15	To approve Churchfields Maintenance plan 2015 and approve spend
	<p>Churchfields – Leased land and the directors are managing agents for the TPC.</p> <p>A maintenance plan had been sent out prior to the meeting.</p> <p>Mole Valley – ACTION Clerk to open account</p> <p>It was agreed that whoever placed an order would ensure that their name would be on the receipt to assure they ordered.</p> <p>Churchfields codes on the spreadsheet. – ACTION Clerk to add codes for SAGE and to Spreadsheet. Also to ensure that SPS and Stewardship are split if possible.</p> <p>The Directors would apply for grants for study/ survey on remediating the flood damage and wear and tear over the last 15 years and to look at a regime for flooding.</p> <p>AGREED to approve up to £250 Churchfields budget – replacing posts – by volunteers – covered by Insurance.</p> <p>ACTION: TPC FPC Agenda</p> <p>Neighbourhood Plan –</p> <p>Clr Corcoran had sent a draft of the proposed budget and had made some amendments since that email.</p> <p>Administration – This would be via timesheets and invoices sent to the Clerk</p> <p>It was agreed that the Clerk would purchase an external drive to ensure that all Neighbourhood Plan information be owned by the council and a safe back up made.</p> <p>ACTION Clerk to purchase an external hard drive.</p> <p>The Finance committee had looked at the budget and happy to go forward as supporting any bids for grant funding. This would be updated and clarified as work progressed. To go on the TPC AGENDA</p>
6/15	Date of next meeting - 8 th October 2015