

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

Minutes of the Meeting of the Finance Committee of Godstone Parish Council held Wednesday 3 May 2017 at 10.00 am in The Bounty in The Bounty.

Members: Councillors M Gillman (MG), R Johnson (RJ) and C White (CW).

In attendance: Mrs S Endersby (SE)

1. Apologies for absence

1.1 Received and noted from Councillor Gardner

2. Declaration of Interest

2.1 No declarations of interest were made.

3. Minutes

3.1 The minutes of the previous meeting held on 14 December 2016 were accepted and signed by the Chair as a true record of the meetings.

4. Review of Fees and Charges 2017/18

4.1 It was noted that the fees and charges for 2017-18 were reviewed in December 2016 and the committee did not review or change them.

5. Committee Terms of Reference –

5.1 The committee reviewed and discussed the committees Terms of Reference which had been circulated in advance of the meeting.

5.2 The committee made no changes to the Terms of Reference and they were approved.

6. Internal Audit 2016/17

6.1 Councillors reviewed the Annual Governance Statement 2016/17 detailed in the Annual Return for the year ended 31 March 2017, page 2 and attached as Appendix A for reference.

RESOLVED - The committee approved the annual governance statement and agreed that they should be signed by the chair of the committee.

6.2 The committee noted that the Internal Audit is taking place on 10 May 2017.

7. Financial Regulations

7.1 The committee reviewed and discussed the Parish Council's Financial Regulations which had been circulated in advance of the meeting.

7.2 The committee requested an amendment be made to the Financial regulations to enable the Clerk, in liaison with the Chair, to seek authority by email of financial matters that arise between Parish Council meeting:

'If between regular meetings a non-controversial financial matter arises that while is not of a nature that would justify the calling of an extraordinary Council meeting but does require a formal decision from the Council, the Chair in conjunction with the Clerk may decide to contact all Councillors by email or telephone to seek their views. Provided no Councillor objects to the matter being decided outside of a meeting the Chair in conjunction with the Clerk will conduct a poll and accept the decision of the majority. The Chair in conjunction with the Clerk will keep a record of the emails/telephone conversations and report the decision at the next Council meeting where the decision will be formally ratified by a vote.'

RESOLVED - The Clerk to amend the Financial Regulations and circulate to the committee. Following the requested amend being made the committee had no other comments and the Financial Regulations were unanimously approved.

8. Asset Register

8.1 The committee reviewed the asset register which had been circulated in advance of the meeting.

8.2 The committee noted that following the update to office computers and furniture there had been a number of updates to the asset register and the Air Quality Monitor had also been added to the register.

8.3 The committee discussed the disposal of old office equipment, noting that it cannot be given away, but could be loaned to another organisation as long as they took responsibility for maintenance.

9. Insurance Cover

9.2 The committee noted that the appropriate insurance was in place and the amends that had been made to include new items.

10. Petty cash

10.1 The committee noted that the Parish Council would no longer use petty cash and that any expenses incurred would be reclaimed by the clerk using an expense form.

RESOLVED - The committee had no concerns in relation to no longer having petty cash and approved the proposed change.

11. Audit 2016/17 - Annual Review of effectiveness of internal control

11.1 The committee noted that once the internal Audit was completing the completed Annual Return paperwork would be submitted to the external auditor.

11.2 The committee had reviewed systems of internal control by completing the Annual Governance Statement 2016/17 detailed in the Annual Return for the year ended 31 March 2017, page 2 and attached as Appendix A for reference.

12. Financial Position – 2016/17 – General Review

12.1 The committee noted that the latest receipts and payments reports were reviewed regularly at the monthly Parish council meetings.

12.2 Designated Funds – the committee noted the current balances and information from the Clerk to necessary update, to reflect the planned expenditure on the new car park and Godstone Playground, which would be discussed with the auditor.

12.3 Restricted Funds – the committee noted the current balances.

13. Budget for 2017/18

13.1 The committee reviewed the budget which had been prepared at the December 2016 committee meeting.

13.2 It was noted that the maintenance invoices are not broken down by area when entered in to the bank reconciliation and that there is no budget amount in the main Maintenance category, even though there was £8,200 spent on maintenance in 2016/17.

RESOLVED –The budget be changed so that maintenance have a budget of £10k and the budget amount of £15k in Godstone Green be reduced to £5k. Highlighted in Appendix B.

RESOLVED – The budget should be amended to set a £500 initial budget for the Neighbourhood Plan Committee.

14. Application for Grants – to consider and agree.

14.1 Continuous Grants – The committee discussed continuous grant that are normal applied.

ACTION – Clerk to check what grant is normally made to St Stephen's and Citizens Advice Bureau.

14.2 Other Grants – No grants presented.

14.3 The committee noted that the Cricket Club legacy had been allocated and the final paperwork to close the matter was being dealt with.

ACTION – Letter to Cricket Club and F Knight to advise that the matter is drawing to a close.

15. Date of next meeting – The next meeting will take place on 6 December 2017 at The Bounty at 10am.

Part 2 – No matters discussed.

Chairman of the Finance Committee

Date

Appendix A

Annual Return for the year ended 31 March 2017 Annual Governance Statement 2016/17

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

Godstone Parish Council

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		‘Yes’ means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

03/05/2017

Signed by Chair at meeting where approval is given:

SIGNATURE

and recorded as minute reference:

AG 6.1 REFERENCE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

Appendix B

	Actual - 2016/17	Annual - 2017/18 Budget
Precept	53,683	53,683
Burial Grounds	15,547	10,000
Greens and Commons	1,190	1,600
Rents	3,787	5,000
Bank Interest, Donations & Grants	5,008	
Hilly Fields Car Park	-	
Children's Playground Refurb.	-	
Blindley Heath – Management Grant	-	
Christmas Lights	-	
Hilly Fields	-	
Pond (GG)	-	
War Memorials	-	
VAT Refunds	3,055	
Neighbourhood Plan		
Monies held for Local organisations		
TOTAL	82,269	70,283
Administration		
Salaries and Clerks Expenses	20316.08	19,000
Rent/Rates/Insurance	4895.47	4,500
Heating/Lighting/Telephone/Postage etc	1475.67	2,500
Training Councillors and Staff	458	1,000
Maintenance/Office Equipment	4790.08	2,500
Audit/Allowances/Sundries	5361.89	5,000
Total Administration	37,297	34,500
Burial Grounds	14,383	7,000
Greens and Commons		
Maintenance Contract	8,251	10,000
Godstone Green	8,570	5,000
Blindley Heath Common	5,246	6,000
Hilly Fields	786	1,000
Tilburstow Hill Common	315	1,000
Total Greens and Commons	23,168	23,000
Notice boards and bus shelters; Allotments	13,936	25,000
Grants and Donations	7,265	25,000
Hilly Fields Car Park	4,464	120,000
Children's Playground Refurb.	-	25,000
Blindley Heath	-	3,000
Blindley Heath – Management Grant	-	7,000
Christmas Lights	1,435	6,000
Neighbourhood Plan		
Hilly Fields	-	
Pond (GG)	-	
War Memorials	-	
Monies held for Local organisations		
VAT for Reclaim	5,233	

TOTAL PAYMENTS	107180.91	298,500
----------------	-----------	---------