

Godstone Parish Council

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

Clerk to the Parish Council

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MINUTES

of the Finance Committee meeting of Godstone Parish Council held on 23 May 2019 at 6pm at The Bounty.

Members: Cllrs C White (Chairman), D Stone and S Farr
Apologies: Cllr R Johnson
In attendance: S Endersby (Clerk)

1. Apologies for absence

1.1 Apologies were received from Councillor R Johnson

RESOLVED – Councillors accepted apologies from Councillor R Johnson and the meeting was deemed quorate.

2. Declaration of Interest - None

3. Minutes

3.1 The committee review the minutes of the meeting held on 11 December 2018.

RESOLVED – Councillors approved the minutes as an accurate record of the meeting and they were signed.

4. Committee Terms of Reference

4.1 The Committee acknowledged the Terms of Reference as set by the Parish council which had been circulated in advance of the meeting.

4.2 The committee noted that Councillor C White had been appointed as the Chairman of the Finance Committee at the Parish Council Annual meeting.

5. Audit

5.1 Internal Auditor

5.1.1 The committee confirmed receipt of the Internal Auditors End of Year report for the year ended 31 March 2019 and considered the contents. It was noted that the report had been circulated to all Parish councillors on 1 May 2019.

RESOLVED - The Committee unanimously agreed that the End of Year Internal Audit Report demonstrated that financial controls were satisfactory and there were no serious concerns raised or that needed to be addressed.

5.1.2 The committee reviewed the actions and matters raised at the December meeting from the Interim Audit 2018/19 report and the Internal Audit Year Ended 31st March 2019

Summary of Recommendations:

Audit Point	Audit Findings	Council comments
Governance	The councillors will need to sign acceptance to receive information by electronic means.	
Governance	I remind council it must have a privacy notice on its website this can be obtained from the SALC office.	
Agendas	I remind council it is required to also post the supporting documentation with the agendas.	
Minutes	I remind council that it must post up its minutes to its web site within 30 days of the meeting	
Payment authorisations	I would recommend that the supplier invoices are initialled at the same time as the payments list to prove invoices were taken to the council and not just the list. I would also recommend that the batch payment page from the bank is printed and attached to the payment list to prove beyond reasonable doubt that the payments set up were on the approved list.	
Payroll	It was noted the council is in credit with PAYE an exercise will need to be undertaken to ascertain what this and how to allocate in the future.	

5.1.3 The Committee were satisfied that the points detailed in the Summary of Recommendations had all been addressed and completed.

5.2 External Auditor - Audit 2018/19

5.2.1 Annual Governance and Accountability Review (AGAR) for year ended 31 March 2019 - The committee reviewed Section 1 – Annual Governance Statement 2018/2019 and completed a review to carry out the required checks:

	Agreed		'Yes' means that this 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

5.2.2 Annual review of effectiveness of internal control

The committee considered if they were satisfied with the effectiveness of internal controls following the review of the AGAR Section 1 – Annual Governance Statement 2018/2019 and approve by resolution the Annual Governance Statement

RESOLVED – The committee unanimously agreed that the Annual Governance Statement for year ended 31 March 2019 be approved and signed on behalf of the Committee by the Chairman.

6. Asset Register - To review asset register and agree any changes.

- 6.1 The committee noted the decision by the full Parish council that items be of a minimum value of £500 before an item is included on the Asset register.
- 6.2 The committee discussed that when a memorial bench is donated and added to the Asset Register, if a requested £300 donation is received this should be allocated in the cashbook as a restricted fund.
- 6.3 The committee noted work continued to ensure that the asset register is kept up to date.

7. Insurance Cover

- 7.1 The committee noted the requirement to prepare for the insurance renewal.
- 7.2 The committee requested that the IT consultant was contacted to confirm what equipment costs for breakdowns are covered.
- 7.3 The Clerk to liaise with the Committee as required to ensure that the Insurance renewal was completed by the required deadline.

ACTION – FC5/19 – 1 – Clerk to contact insurance companies and brokers to obtain a quote for the Parish councils insurance renewal.

8. Financial Position – 2019/20 – General Review

- 8.1 To review the latest receipts and payments report; agree any virement – It was noted that these were presented monthly and virements address by the Parish council as required.
- 8.2 Review Designated Funds and note current balances – It was noted that these were presented monthly to the Parish council.
- 8.3 Review Restricted Funds and note current balances - It was noted that these were presented monthly to the Parish council.
- 8.4 Provision to prepare a 3-year budget plan – The committee proposed that the aim to prepare a 3-year budget plan is addressed at the December finance meeting.

ACTION – FC5/19 – 2 – Clerk to include a 3-year budget plan on the next finance meeting agenda.

9. Budget for 2019/20

- 9.1 The committee noted the opportunity to discuss, consider and agree any changes to budget set in December 2018 and agreed that there was nothing further to discuss.

10. Grants

- 12.1 Continuous Grants – The committee noted the Grants of the last year
 - i. CPRE;
 - ii. Surrey Playing Fields;
 - iii. Gatwick Advisory; and
 - iv. Blindley Heath Cricket Club (Parish Christmas lights)
- 12.2 Other Grants – There were no grants proposed for consideration by the Committee.
- 12.3 The Committee noted the need to consider the General Power of Competence.

11. Date of next meeting – The next meeting would take place in December 2019.

Part 2 – NONE

----- Meeting ended at 9.15pm -----

Committee Chairman

Date