

# WELLESBOURNE PARISH COUNCIL

The Minutes of the Finance Committee of the Council meeting on Tuesday 26<sup>th</sup> May at 7.45 pm at the Parish Council office, 2 School Road, Wellesbourne



Present:

Chairman: Cllr Shepherd Councillors: Close, Heaton, Mrs Prior Clerk/RFO: Mrs Scriven Members of public: None

## 1. Welcome by Chairman

## 2. Appointment of Vice Chairman

Cllr DC proposed for Vice Chairman for 6 months	Prop Cllr AP	2 <sup>nd</sup> Cllr	BH carried
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## 3. Apologies for Absence - none

## 4. Declarations of Interest - none

## 5. Confirmation of Agenda - Terms of reference not on the agenda – action – circulate to members and confirmed by Clerk to Chairman for approval. Identification of any items likely to be resolved to confidential session - none

## 6.

Confirmation of minutes of the meeting of 10 <sup>th</sup> February 2014	Accepted Prop Cllr DC, 2 <sup>nd</sup> Cllr BH carried
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## 7. Matters arising - It was noted the Terms of reference had not been revised and would come forward at the next meeting

## 8. Open session for members of the public to raise any matters of relevance to the Parish - none

## 9. SAGE

9.1 Progress update – RFO was meeting the bookkeeper to complete the finance for the year Thursday 28<sup>th</sup> May.

9.1 Council expenditure reports 2014/15 & 2015/16

Action: To be circulated to all Cllrs once accounts have been finalised.	By: Office
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## 10. Review of Financial Regulations

Recommendation to adopt amended Regulations 2 <sup>nd</sup> June Full Council meeting Action: Agenda item June Full Council meeting	Prop DC, 2 <sup>nd</sup> AP carried  By: Office
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10.1 Regulation 5.1 Review of banking arrangements – Cllr AS signatories were reviewed and it was noted the committee would continue to review regularly.

10.2 6.6 Review of variable direct debits/Standing Orders – RFO – Review carried out there are no DD or SO payments made.

## 11. Internal Audit/External Audit– update – RFO audit to be arranged as soon as the year end accounting was completed, and noted an extension would be requested for external audit if required.

Action: Review of internal auditor at next meeting Seek information from other Clerks of what auditor they use.	By: Office
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## 12. Review of Council Fixed Asset Register

The committee reviewed the asset register and accepted the amendments	Proposed AS 2 <sup>nd</sup> Cllr AP carried
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## 13. Insurance Review (Expires May 2016 - Review cover for WSCC/new play equipment) Policy reviewed for the purpose of new play equipment and value for money, final year of third year reduced premium.

## 14. General/Late Correspondence - none

## 15. Councillor ex-change of information

Cllr AP would be meeting with Mr Quinn to meet WSCC Project Manager to look at re-adjustment to keep within budget  
Cllr AS – cheque lists for Council to include cost centre annotation if not on the new SAGE reports

## 16. Date of next Committee meeting – 25<sup>th</sup> August 2015

There being no further business to discuss, the meeting closed at 9.00pm

Chairman...Cllr Shepherd.....

Signed.....

Date.....