



Goostrey Parish Council

FINANCE COMMITTEE MEETING

MINUTES of the MEETING on TUESDAY 2nd OCTOBER 2018, at 7.00pm in the VILLAGE HALL LOUNGE

Present: Cllrs O'Donoghue (IO'D)(Chairman), Morris (KM) and Rathbone (TR)

In attendance: S Jones, Clerk to the Parish Council

- 1. Declaration of Interests** - None
- 2. Apologies for absence** - Apologies were received from Cllr McCubbin.
- 3. Minutes of meeting of 26th June 2018** - The minutes of the meeting on 26th June were accepted as a true record of the meeting.
- 4. Matters arising from the minutes** – There were no items are not covered under other items on the agenda for this meeting.
- 5. Draft Unaudited Accounts for Quarter 2 - 2018/19** – The Draft Unaudited Accounts for Quarter 2 – 2018/19 were approved to put forward to the Parish Council at the October meeting.
- 6. Financial position vs. budget report for Quarter 2 - 2018/19** – The Financial position vs budget report for Quarter 2 – 2018/19 was approved to put forward to the Parish Council at the October meeting.

Action: Amenities Committee to report to the Finance Committee on their plans for the purchase of the new Christmas Tree.

- 7. Tablet PC's – Meeting Papers** – The members of the Committee agreed that for budget purposes an amount should be allocated to purchasing tablet PC's for councillors who do not have them in order that meeting papers can be viewed on the tablet during meetings. **Action:** Clerk to obtain costs for suitable tablets. Finance Committee to include the costs for the required number of tablets in the Budget for 2019/20.

- 8. External Auditor's Report** - The Clerk explained that there was one item on the report from the External Auditor which related to a transcription error in box 1 on the form for the year 2016/17 (the year prior to the year being audited).

Proposed Action: In order to prevent such errors in the future the Committee agreed that the Chairman of the Finance Committee would check the External Audit form once it is completed by the Clerk and prior to approval by the Parish Council.

- 9. Budget Setting 2019/2020 – Meeting Schedule** - After some discussion the Committee decided that this year there should be an increase of between 2 – 5% in

the charge for Village Hall Lettings and Caretaker Services, and that Committees should be encouraged to budget realistically and should spend their budget, not hold on to it until the end of the year.

The Committee outlined the following Budget Meeting Schedule for Approval by the Parish Council at the October meeting.

- Amenities and VHMC budget meetings to be held and draft budgets sent to the Finance Committee before the end of October 2018
- Finance Committee Budget Meeting 6th November 2018
- Finance Committee Final Budget Meeting 27th November 2018
- PC Sign off on Budget at PC Meeting in December 2018
- Send precept request to CEC in January 2019

10. Minor Items and Items for the Next Agenda

11. Next meeting – 6th November 2018

12. Part TWO

MEMBERS OF THE PRESS AND PUBLIC ARE ASKED TO RETIRE.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, as extended by the Local Government Act of 1972, the press and public are excluded from the meeting for the discussion of the undermentioned items on the grounds that the publication of the matters would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

- **Staff Matters – Staff Confidential**

13. Close meeting.