



# Goostrey Parish Council

## FINANCE COMMITTEE MEETING

### MINUTES of the MEETING on TUESDAY 2<sup>nd</sup> APRIL 2019, at 7.30pm in the VILLAGE HALL COMMITTEE ROOM

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

**In Attendance:** S Jones, Clerk to the Council

- 1. Declaration of Interests** - No declarations of interest were made.
- 2. Apologies for absence** - There were no apologies for absence.
- 3. Minutes of meeting of 19<sup>th</sup> February 2019 – Resolved:** *The Finance Committee resolved to accept the minutes of the meeting of 19<sup>th</sup> February 2019 as a true record of the meeting.*
- 4. Matters arising from the minutes** – There were no matters arising from the minutes.
- 5. Financial position vs. budget for the year ended 31<sup>st</sup> March 2019 – Resolved:** *The Finance Committee resolved to accept the report and to request the approval of the Parish Council at the Parish Council Meeting on 23<sup>rd</sup> April 2019.*
- 6. Draft Unaudited Accounts for the year ended 31<sup>st</sup> March 2019 – Resolved:** *The Finance Committee resolved to accept the Draft Unaudited Accounts for the year ended 31<sup>st</sup> March 2019 and to request the approval of the Parish Council at the Parish Council Meeting on 23<sup>rd</sup> April 2019.*
- 7. Reserves – Review the Current Capital and General Reserves** – The reserves were reviewed under item 6.
- 8. Arrangements for Internal Audit** - To confirm and start and completion date for the Internal Audit. The Clerk reported that the Internal Audit would start on 9<sup>th</sup> May and would be concluded before the Parish Council Meeting in June, where the AGAR form would be put forward to the Parish Council for Approval for submission to the External Auditor.

**Action:** Clerk to arrange for the bank reconciliations from January to March 2019 to be checked and signed by a member of the Finance Committee and to arrange for the AGAR form to be checked by the Chairman of the Finance Committee, prior to presentation to the Parish Council in June.

- 9. Asset Register – Action:** Clerk to remove assets which have been scrapped or sold from the register before submitting it for the Internal Audit.

#### 10. Risk Assessment

- To consider if there are any changes to the Risks listed and if any change in the management of the risks should be made. KM reported that there were very few changes to consider. However, the Clerk receiving her CiLCA qualification meant that Item 12.1 could be changed from Red to Amber. Item 5.12 is now the only red risk on the register which is due to the need for a disaster plan. Item 5.13 was changed to amber as there are 9 nominations for the council, all of whom

will become councillors at the May meeting. **Action:** KM to update the register and Clerk to produce a disaster plan for the next meeting.

#### **11. Finance System Support for 2019/20**

- To confirm that we will not engage Cheshire Accountants on an annual contract for support but will request assistance on a hourly basis when required. **Resolved:** *The Finance Committee resolved not to contract an accountant to support the finance system for the year 2019/20.*

**Action:** The Clerk proposed attending an advanced Excel course to assist with support of the reports from the accounts system. She would provide details and costs of suitable courses to the Finance Committee.

- To check readiness for Making Tax Digital (MDT). The Clerk reported that the Accounts System was compliant but that the Parish Council's current turnover was not high enough to warrant compulsory subscription to MDT. However, the Parish Council could choose to register for MDT.

**Resolved:** *The Finance Committee resolved to recommend the Parish Council registers for MDT at the Parish Council Meeting on 23<sup>rd</sup> April 2019.*

**12. Standing Orders & Financial Regulations** - To consider if there are any changes required to the Standing Orders & Financial Regulations. The Clerk reported that there were some small changes to consider and that she would produce a list of the changes for the next Finance Committee Meeting. Possible changes may include, Co-option (mention in Standing Orders and link to a policy/procedure), review of purchasing in Financial Regulations.

**13. Minor Items and Items for the Next Agenda** - There were none put forward.

**14. Next meeting – 2<sup>nd</sup> July 2018**

**15. Close meeting – The meeting closed at 9.30pm**