

MINUTES OF MARTHAM PARISH COUNCIL FINANCE MEETING

Wednesday 4th May 20156

AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM

AT 7.30PM

Present: Cllr Bradford
Cllr Gates
Cllr Hurkett
Cllr Johnson (Chair)
Cllr Manifold

1. Apologies for absence.
Colin Starkings – Bowling.
2. Declarations of personal interest and dispensations for any items on the agenda.
None.
3. The minutes of the Finance meeting held on 9th December 2015 were Proposed Cllr Bradford, seconded Cllr Manifold, agreed and signed by the Chair.
4. Update on matters arising;
 - a) Recycling – The bin is currently being emptied. New bin and contract not yet in place. Clerk continues to work on this.
 - b) Grants – All contracts have now been agreed with regard to the Playingfield. Invoices from Rodney Scott have been submitted pro-rata. To be asked to detail dates and times of attendance, and work undertaken.
 - c) Additional bank account – This is open, signatories being finalised.
5. Income and Expenditure report.
Proposed Cllr Gates and seconded Cllr Johnson that these be approved for publication. To be available at the Annual Parish Meeting.
6. Detailed income and expenditure 2015-16.
Budget reviewed. It was Proposed Cllr Manifold and seconded Cllr Bradford that these be accepted.
7. Cost code allocation.
The Boat Dyke had approached the Parish Council with regard to repaying the grant issued to the Community Led Plan now this is in abeyance. The Grant was for £500. It was Proposed Cllr Manifold, and seconded Cllr Johnson that the full amount be returned.
RFO submitted that;
Bank Interest and charges – 2.02
Playingfield – 152.00
Both sums to be credited to Reserves. AGREED.
8. To receive and accept end of year return.
Governance was read through by the RFO. It was Proposed Cllr Bradford and seconded Cllr Manifold that this be recommended to full council for acceptance. AGREED.

The Accounting statements were read through by the RFO. It was Proposed Cllr Johnson and seconded Cllr Gates that this be recommended to full council for acceptance. AGREED.

The Clerk notified the meeting that the internal auditor was attending on Monday 16th May.

It was suggested by the Clerk that the dates for the exercise of electors rights be set at 27th June to 9th August. Proposed Cllr Bradford and seconded Cllr Johnson that this be recommended to Council. AGREED.

9. To review the asset register.

Recommendations to remove the Samsung Printer as this has been decommissioned.

Clerk to ascertain that the lease printer is covered under insurance. CLERK.

Rebuild costs of community centre to be investigated. CLLR JOHNSON

10. To review Financial Risk Assessment.

Proposed Cllr Johnson, seconded Cllr Gates. AGREED as submitted.

11. To review Specific Duties of the Responsible Financial Officer.

Proposed Cllr Manifold, seconded Cllr Bradford. AGREED as submitted.

12. To review Financial Regulations.

Proposed Cllr Gates, seconded Cllr Bradford. AGREED as submitted.

13. To review Terms of Reference for Internal Auditor.

Proposed Cllr Johnson, seconded Cllr Manifold. AGREED as submitted.

14. Items for next agenda

None.

The meeting closed at 8.17pm.

RECOMMENDATIONS FOR FULL COUNCIL:

- That the income and expenditure summary be approved.
- That £500 be returned to the Boat Dyke Trust as the Community Led Plan has ceased to be progressed.
- End of year return – that the Governance and Accounting statements be accepted by Council.
- That the date for the exercise of electors' rights be set at 27th June to 9th August.
- That the Asset Register be agreed as submitted.
- That the Financial Risk Assessment be agreed as submitted.
- That the Specific Duties of the Responsible Financial Officer be agreed as submitted.
- That the Financial Regulations be agreed as submitted.
- That the Terms of Reference for Internal Auditor be agreed as submitted.