

**Minutes of Martham Parish Council Finance Committee Meeting
held in the Community Centre, Playingfield Lane on
5th February 2014 at 14.00 hrs.**

Those Present:

Councillors: I Bradford, P Manifold, M Murrant and T Gates

Presiding: M Murrant

Clerk and RFO attending: S Hunt.

1. **Apologies**
Cllr. K Jordan – work commitment.
2. **Minutes of Last Meeting**
The minutes of the meetings held on 4th December were AGREED as a true record. *Proposed* by Cllr. P Manifold, *seconded* by Cllr. I Bradford. *Unanimous*.
3. **Matters Arising not otherwise On the Agenda.**
None.
4. **Declarations of Interest.**
Cllr Bradford declared an interest in item 9 – Grant application for Martham Recreation Ground Charity as he is a Trustee.
5. **Review of Financial Risk Assessment.**
Recommended changes approved and updated insurance information noted – *Proposed* by Cllr. T Gates, *seconded* by Cllr. M Murrant. Clerk to ensure that annual amounts are transferred into the village centre car park fund. **CLERK.**
Updated Asset Register with new insurance values presented to meeting.
6. **Review of Financial Regulations.**
Recommended changes approved– *Proposed* by Cllr. I Bradford, *seconded* by Cllr. T Gates.
7. **To Review the Duties of the Financial Officer.**
Recommended changes approved– *Proposed* by Cllr. P Manifold, *seconded* by Cllr. M Murrant.
8. **To Review Terms of Reference for Auditor.**
No change recommended. Clerk/RFO confirmed copy had been issued to internal auditor on Monday 3rd February 2014.
9. **Review of Current Financial Position and Budget.**
Councillors reviewed the last statement provided at Full Council, showing that Council is working within allocated budgets.
War Memorial quote to be forwarded to Clerk who will seek grant funding. **Cllr. MURRANT/CLERK.**
10. **Playingfield Committee Grant.**
The newly provided accounts were considered alongside the initial ones provided to Council. Councillors AGREED that they had a duty of prudence when awarding any Concurrent Functions money and that no Grant should be paid until the Governance and Accounts were sorted to the Councillors satisfaction. Councillors also, after reviewing the accounts reduced the sum recommended as a grant from £11,795 to £8,000. *Proposed* by Cllr. P Manifold, *seconded* by Cllr. M Murrant. *Unanimous*.

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11. **Concurrent Functions .**
Any change has been delayed now until the financial year 2015/16. Each Parish Council within the district is going to have a separate meeting with the Finance Department of GYBCo. There is no list available of allowable costs.
12. **Internal Audit.**
The RFO reported that this had taken place on Monday 3rd February as scheduled. Report to be circulated once received.
13. **Dates of meetings 2014.**
Future meetings 9th April, 2nd July and 29th October at the Community Centre, 7.30pm.

There being no further business, the meeting closed at hours.

Signed.....(Chairman) Dated: