

UPPER BEEDING PARISH COUNCIL

Minutes of the meeting Finance Committee meeting held on Tuesday 30th July 2019 at 8pm in Beeding and Bramber Village Hall

Present: Councillors: B Harber (Chairman), S. Birnstingl, I. Ivatt, C. Warren.

Also present: Clerk/RFO: Celia Price, Councillors; A. Chilver and T. Kardos

F:0719:01a Election of a Chairman.

The Chairman of the Council, Cllr Birnstingl, invited nominations for the election of Chairman for the Finance Committee. Cllr Warren proposed Cllr Birnstingl. Cllr Birnstingl proposed Cllr Harber, seconded Cllr Ivatt. Cllr Harber was duly elected.

F:0719:01b Apologies for Absence

Apologies were received and accepted from Cllr Garrod and Cllr Kentell

F:0719:02 Declaration of Councillors personal or prejudicial interest

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

F:0719:03 Public Adjournment

None present

F:0719:04 Terms of Reference

Draft terms of reference were circulated prior to the meeting. These were reviewed and discussed; with some amendments tabled, it was agreed to put this document forward for adoption at the full Council meeting in September.

Proposed Cllr Warren, seconded Cllr Birnstingl and agreed by all.

The Clerk advised that she has a meeting scheduled with the insurance broker on 30th August and would be in a position to report on the meeting at the September full Council meeting.

F:0719:05 Bank Reconciliations

The first quarter bank reconciliations (1st April – 30th June) were checked and duly signed as correct.

F:0719:06 Accounts

The accounts from 1st April – 30th June were reviewed and discussed. The Clerk gave an overview of changes to coding as discussed with the internal auditor to ensure more transparent records.

F:0719:07 Budget

The year to date budget was discussed. It is anticipated that there will be a shortfall. All agreed to continue to work hard to keep this to a minimum. It was noted that the reviewed and updated coding structure will make it easier to monitor.

F:0719:08 Salary processing and reporting

The RFO gave a verbal overview of the inherited salary processing and reporting process. The internal auditor has been consulted and it was resolved to bring these processes in line with

UPPER BEEDING PARISH COUNCIL

best practice, the implications of which will be discussed further at the Staffing Committee meeting in September.

F:0719:09 Pensions

The RFO advised that the administration of LGA pensions has been moved to Hampshire Pensions. Following the move an administrative error has been highlighted which the committee resolved should be reviewed and amended as soon as possible.

F:0719:09 Joint Parishes Cemetery Committee

The RFO reported that accounting practices for the management of the JPCC accounts have been reviewed in consultation with the internal auditor. A separate bank account will be set up to help facilitate improvements to transparency.

F:0719:10 Matters raised by councillors

It was suggested that the next meeting be scheduled for September to enable a more in-depth review of the current year and to start the budget process for 2020/21. All agreed.

There being no other business the meeting concluded at 9:15 pm

The next meeting of the Finance Committee will be on Tuesday 17th September, 2019 at 8pm in Beeding and Bramber Village Hall.

Minutes signed by:

Date: