

**CLAYTON PARISH COUNCIL  
FINANCE COMMITTEE  
MEETING HELD AT CLAYTON LIBRARY – 10<sup>th</sup> May 2018 at 6.00PM**

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**Minutes - draft**

- 2018/011      **PRESENT**  
Councillors; Andrew, Pitts (chair) and Vasey
- 2018/012      **IN ATTENDANCE**  
Claire Hepton, Clerk  
Helen Rankin – asst clerk  
One members of the public
- 2018/013      **APOLOGIES FOR ABSENCE**  
None received
- 2018/014      **DISCLOSURES OF INTEREST**  
None
- 2018/015      **ADMISSION OF THE PUBLIC**  
  
None of the tabled items to be discussed were required to be held in closed sessions.
- 2018/016      **PREVIOUS MINUTES AND MATTERS ARISING**  
Previous minutes were found to be present and correct.  
Minutes from 9<sup>th</sup> January 2018 were approved and signed as a true record of the meeting  
**Proposed:** Cllr Andrew                      **Seconded:** Cllr Pitts  
**All in favour**
- 2018/017      **REVIEW OF FINANCIAL PROCESSES RELATING TO YEAR END/INTERNAL AUDIT REPORT**  
  
The clerk took the members through the end of year accounts and it was noted that the external bank reconciliation was out by £77. Clerk to investigate what formula error was causing the issue. Clerk to email all members with correct balance figure once this was sorted.  
A typo was noted that annual return box number 1 should be £32,200. Clerk to amend.  
All accounts would be emailed back out before the Annual Parish meeting.
- 2018/018      **SCRIBE**  
This is the new accountancy package now being used. This would eliminate the formula/spreadsheet errors that the previous system often caused. The new reports that the clerk presented looked very good and once clerk was fully trained up then the new system would prove to be very effective.
- 2018/019      **PUBLIC CONSULTATION AND QUESTION TIME**  
None received.
- 2018/020      **DATE OF NEXT MEETING**  
The next meeting is to be agreed.  
**There being no further business the meeting closed at 7.45pm**