CLAYTON PARISH COUNCIL
FINANCE COMMITTEE

MEETING HELD AT CLAYTON VILLAGE HALL – 23RD AUGUST 2016 6.45PM

Minutes

2016/001 **PRESENT**
Councillors; Pitts, Kaushal-Bolland and Gudgeon

2016/002 **IN ATTENDANCE**
Claire Hepton, Clerk

2016/003 **ELECT A CHAIRMAN**
Nominated: Cllr Gudgeon
Proposed: Cllr Kaushal-Bolland Seconded: Cllr Pitts
All in favour
Resolved: That Cllr Gudgeon be the Chairman of the Finance Committee

2016/004 **APOLOGIES FOR ABSENCE**
Cllr Hillyard - approved

2016/005 **DISCLOSURES OF INTEREST**
None

2016/006 **ADMISSION OF THE PUBLIC**
(Clayton Parish Council Standing Order No 67)

None of the tabled items to be discussed were required to be held in closed sessions.

2016/007 **REVIEW AND ACCEPTANCE OF TERMS OF REFERENCE 2016/17**
Terms or reference amended to reflect Cllr Pitts election to the committee along with Cllr Gudgeon's election to Chairman
Proposed: Cllr Pitts Seconded: Cllr Kaushal-Bolland
All in favour
Resolved: That the terms of reference were approved with said amendments.

2016/008 **REVIEW AND ACCEPTANCE OF FINANCIAL REGULATIONS 2016/17**
No issues/concerns raised.
Proposed: Cllr Kaushal-Bolland Seconded: Cllr Pitts
All in favour
Resolved: That the financial regulations be accepted.

2016/009 **REVIEW OF FINANCIAL PROCESSES RELATING TO FIRST-QUARTER FINANCIAL POSITION**
A review of the accounts were carried out.
Cheques and invoices were cross referenced to the accounts. No issues/concerns.
The clerk took the committee through the monitoring statement. There is the matter of resolving the Yorkshire Water bill of £736. The meter had not been read in some time at the allotments. Full council would be made aware of this. Then to decide whether to pay in full or have a payment plan in place. Clerk had liaised with Yorkshire Water and explained that an answer would be given after full council meeting. Cllr Cunningham going forward would read the meter on a quarterly basis and pass this information on to the clerk. If the council spent as per the monitoring statement at the end of the financial year there would be a fund balance of £26,644.
The accounting systems and procedures in place were carried out effectively.
Proposed: Cllr Pitts Seconded: Cllr Kaushal-Bolland
All in favour
Resolved: That the processes and financial position were approved.

2016/010 **PUBLIC CONSULTATION AND QUESTION TIME**
No questions/comments were received from the members of the public on any matter which was tabled for discussion on the Agenda.

2016/011 **DATE OF NEXT MEETING**
The next meeting is to be arranged.

There being no further business the meeting closed at 7.55pm