

**CLAYTON PARISH COUNCIL
FINANCE COMMITTEE
MEETING HELD AT CLAYTON LIBRARY – 2nd July at 7.30PM**

Minutes

- 2018/021 **PRESENT**
Councillors; Andrew, Pitts, Smith and Vasey
- 2018/022 **IN ATTENDANCE**
Claire Hepton, Clerk
Helen Rankin – asst clerk
One members of the public
- 2018/023 **APOLOGIES FOR ABSENCE**
None received
- 2018/024 **ELECT A CHAIRMAN**

Nominated: Cllr Andrew
Proposed: Cllr Pitts **Seconded:** Cllr Smith
Resolved: That Cllr Andrew be elected as Chairman of the Finance committee
- 2018/025 **DISCLOSURES OF INTEREST**
None
- 2018/026 **ADMISSION OF THE PUBLIC**

None of the tabled items to be discussed were required to be held in closed sessions.
- 2018/027 **PREVIOUS MINUTES AND MATTERS ARISING**

Previous minutes were found to be present and correct.
Minutes from 10th May 2018 were approved and signed as a true record of the meeting
Proposed: Cllr Andrew **Seconded:** Cllr Vasey
All in favour
- 2018/028 **REVIEW OF FINANCIAL PROCESSES RELATING TO THE FIRST QUARTER**

The clerk took the members through the accounts. Random checks were made against payments and invoices. Nothing to report. Bank reconciliation was recorded with no discrepancies. The procedures in place were effective and no issues to note. The new accounts package was proving to me be very user friendly.
- 2018/028 **FINANCIAL REGULATIONS/RISK ASSESSMENT.**

The clerk took the members through the updated financial regulations and risk assessment. Members agreed with the updates.
Proposed: Cllr Pitts **Seconded:** Cllr Smith
All in favour
Resolved: That new updated policies/procedures be presented to full council for ratification.
- 2018/030 **PUBLIC CONSULTATION AND QUESTION TIME**
None received.
- 2018/031 **DATE OF NEXT MEETING**

The next meeting will take place on 1st October 2018

There being no further business the meeting closed at 8.25pm