CLAYTON PARISH COUNCIL
FINANCE COMMITTEE

MEETING HELD AT CLAYTON VILLAGE HALL – 3rd April 2017 at 7.45PM

Minutes - draft

2017/023 **PRESENT**
Councillors; Gudgeon (chairman), Pitts, Kaushal-Bolland, and Vasey

2017/024 **IN ATTENDANCE**
Claire Hepton, Clerk

2017/025 **APOLOGIES FOR ABSENCE**
None received

2017/026 **DISCLOSURES OF INTEREST**
None

2017/027 **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.

2017/028 **PREVIOUS MINUTES AND MATTERS ARRISING**
The Office 365 trial that the clerk and chairman were using had been a success and would be rolled out to all members and the new Asst clerk.
Minutes from 19th December 2016 were approved and signed as a true record of the meeting
Proposed: Cllr Gudgeon Seconded: Cllr Pitts
All in favour

2017/028 **REVIEW OF FINANCIAL PROCESSES RELATING TO THE LAST QUARTER FINANCIAL POSITION**
A review of the accounts were carried out.
Cheques/bank transfers and invoices were cross referenced to the accounts. No issues/concerns.
The clerk took the committee through the monitoring statement. Most invoices due for payment had been settled.
Those that were outstanding were noted. £1220 was to be taken from the Transitional budget and added to grants.
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.

2016/029 **CREDIT CARD**
Members were asked to consider the use of a credit card/charge card. At the moment the clerk has to personally purchase goods and then reclaim the money back. Going forward this is not reasonably practical. Only one card would be issued.
Proposed: Cllr Kaushal-Bolland Seconded: Cllr Vasey
All in favour
Resolved: That the clerk go ahead and apply for the charge card on behalf of CPC

2016/021 **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.

2016/022 **DATE OF NEXT MEETING**
The next meeting is to be arranged once the accounts are ready for inspection.

There being no further business the meeting closed at 8.15pm