



Middleton St George Parish Council

www.middleton-st-george.org.uk

FINANCE COMMITTEE

MINUTES of the meeting held on Monday 6th November, 2017 in the Parish Council Meeting Room.

Present: Councillor Mrs. M Beadle. (Chair)
Councillor Mrs. V. Greenwell.
Councillor M. Wilson.
Councillor M. Robertson
Alan Macnab, Clerk.

The meeting started at 6.30 p.m.

1. Apologies for absence

No apologies for absence were received.

2. Declarations of interests.

No declarations of interests were made.

3. Minutes of the last meeting held on the 2nd October, 2017

The minutes of the last meeting held on the 2nd October 2017 were presented.

The Committee **agreed** that they were an accurate record of the proceedings and the Chair then signed the minutes.

4. Matters arising

No matters arising from the last meeting were raised which were not on the agenda of this meeting.

5. Financial Report

The Chair presented the Financial Report for 2017-18 as at the 30th October, 2017.

a. Balances of Parish Council accounts at 30th October, 2017.

Account	Balance
Contingency - Saver Account 1 – Barclays	£21,313.08
Contingency - Saver Account 2 – Barclays	£16,269.78
Reserves - Account with Darlington Credit Union	£5,081.45
Barclaycard - Maximum expenditure limit £500	
September 2017 Expenditure – Norton Anti Virus for Laptop.	£79.99
October 2017 Expenditure – PVC Broom for Litter Picker	£12.11

Signed..... Date.....

Chair of the Finance Committee

Account	
Community Account.	
Income	
Balance from 2016-17	£36,424.91
Precept	£45,182.00
Grants:	
Litter Picker Grant	£0.00
Model Boat Club Rent and Electricity	£ 880.60
Model Boat Club Electricity April to July 2017	£37.11
VAT Repayment	£2,833.29
Electricity Overpayment Refund	£237.64
Section 106 Payment	£4,553.64
Total Income:	£90,149.19
Expenditure:	
April	£ 3,611.01
May	£ 9,260.34
June	£11,646.88
July	£2,064.00
August	£2,594.61
September	£2,812.95
October to 30.10.17	£1,444.37
Total Expenditure	£33,434.16
Balance as at 30.10.17	£56,715.03

b. Progress against Budget.

The Progress against the Budget Statement was presented. It was anticipated that the surplus year end carry forward from the current financial year to the 2018-19 financial year would be £25,076.24.

c. Bank reconciliation

This compares the Community Account held by the Parish Council with the bank statements for the same account.

September 2017

Community Account held by the Parish Council	
Opening Balance	£60,904.71
Closing Balance	£58,091.76

Community Account held at the bank		Difference
Opening Balance	£60,904.71	
Closing Balance	£58,091.76	£0.00

October 2017

Community Account held by the Parish Council	
Opening Balance	£58,091.76
Closing Balance 30.10.17	£56,715.03

Community Account held at the bank		Difference
Opening Balance	£58,091.76	
Closing Balance 30.10.17	£56,721.03	£6.00

Reason for the Difference: Cheque 200013 Middleton St. George Community Association £6.00 was not cleared by the bank.

d. Bank Statement

The bank statement for the period from the 26th September, 2017 to the 30th October, 2017 was

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presented.

The bank statement showed that the balance in the Community Account was £56,721.03 on 30th October, 2017.

The Finance Committee **agreed** the accuracy of the Financial Report.

6. Budget for 2018-19 and 2019-20.

The final draft budget report for the 2018-19 and 2019-20 financial years was presented to the Finance Committee.

The report anticipated that:

- a. The surplus carry forward from 2017-18 to 2018-19 would be £25,076.24. Although this may increase due to underspending in the Xmas Costs and Barclaycard budget headings in particular.
- b. The total income would be £78,251.58 and the total expenditure in 2018-19 would be £54,064.00 which would result in a year end surplus of £24,187.58 to be carried forward to 2019-20. This assumed that there would not be an increase in the Parish Precept on £45,182.
- c. The total income would be £77,400.09 and total expenditure in 2019-20 would be £54,705.00 which would result in a year end surplus of £22,695.09 to be carried forward to 2020-21.

Following a discussion, the Finance Committee **agreed** that the budget proposals for the 2018-19 and 2019-20 financial years and that the precept be not increased in 2018-19 which were given in the report be forwarded to the Parish Council on the 13th November, 2017.

7. Timetable of Controls – November 2017

The Clerk submitted the Timetable of Controls Report for November 2017 which gave the actions which must be and were taken by the Parish Council to comply with its Timetable of Controls for each month and national Financial Regulations

Activity	Action
The Parish Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year.	The final draft of the budgets for 2018-19 and 2019-20 was presented to the Finance Committee on 06.11.17 and will be made to the Parish Council on 13.11.17 for precept setting.
The Clerk/ RFO shall regularly provide the Parish Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.	A report was made to the Finance Committee on 06.11.17 and will be made to the Parish Council on 13.11.17.
The Clerk/RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a minuted resolution.	A report will be made as part of the Agenda to the Parish Council on 13.11.17.

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Activity	Action
The Parish Council will receive lists of regular payments which arise.	A report will be made as part of the Agenda to the Parish Council on 13.11.17.
Counterfoils of cheques to be signed by the signatories of the cheques.	Counterfoils of all cheques will be signed at the Parish Council meeting on 13.11.17.
The Parish Council to be notified of any losses, liabilities or damage which could lead to claims.	The Clerk reported to the Finance Committee on 06.11.17 that there were no losses, liabilities or damage to Council property which could lead to claims. This will be part of the Timetable of Controls report to the Parish Council on 13.11.17.

The Finance Committee **agreed** to note the action taken to comply with the Timetable of Controls for November 2017.

8. Review of the Assets Register

The Clerk reported that advice had been received from the Secretary of the Durham Association of Local Councils on the values to be inserted in the Assets Register and the advice was being followed.

The Finance Committee **agreed** to note the report.

9. Risk Management Policy and Risk Register – Update

The Clerk reported that work was on going to produce the Risk Management Policy and Risk Register.

The Risk Management Policy had been completed and the risks in the Risk Register which the Parish Council may be exposed to had been completed. The impact and the likelihood of the risk occurring was being completed.

The Finance Committee **agreed** to note the report.

10. Section 137 Grants

The Clerk reported that the following applications for Section 137 grants had been received.

- a. Middleton St. George Community Association had made a request for a grant of £500 towards the cost of food and refreshments for the Magic Christmas Sparkle Event on the 25th November, 2017 in the Community Centre.
- b. Darlington Rotary Club had made a request for a contribution to St. Teresa’s Hospice for the services of Rotary Club members collecting Christmas Trees in the village on Saturday 6th January, 2018 from 9.30 a.m.

Following a discussion, the Committee **agreed** that:

- i. The Clerk will ask Middleton St. George Community Association for a breakdown of the cost of the event to be given and then submitted to the Parish Council on the 13th November, 2017.
- ii. Both applications be submitted to the Parish Council on the 13th November, 2017.

11. Boot Camp.

The Clerk reported that following the Boot Camp being raised at the Parks and Grounds Committee on the

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18th October, 2017 he had had been informed that authorisation had been given by the former Chairman of the Parish Council but because of his resignation he was prevented from reporting it to the Parish Council and the Parish Council had been given the operator's insurance details.

The Committee **agreed** that the Clerk will ask the operator for how much he charges, the number of sessions which take place and how many people attend.

12. Play Area Repairs

Councillor Mrs. Greenwell reported that she had received two quotation for repair work in the play area and was seeking a third quotation.

The Committee **agreed** to note the report.

13. Staff Pension

The Clerk reported that work was on-going to enroll the Litter Picker on the NEST pensions scheme.

14. Date of Next and Future Meetings

The Committee discussed the frequency of meetings now that the work to prepare the budget for the next two financial years had been completed and the request from the Chairman of the Parish Council to reduce the number of committee meetings where the business could be dealt with at the Parish Council meeting.

Following a discussion, the Committee **agreed** that:

- a. It will not meet in December 2017 but it will meet once each quarter until the budget setting period from July to November each year when the Committee will meet monthly.
- b. The reports to the Committee in the period when it is not meeting monthly will be submitted to the monthly Parish Council meeting for that month.
- c. The reports to quarterly meetings of the Finance Committee and meetings of the Committee during the budget setting period will continue to be submitted to the Parish Council.
- d. Members of the Committee will continue to receive the Financial Report each month.

The meeting ended at 7.25 p.m.

Signed..... **Date**.....
Chair of the Finance Committee