

MINUTES OF THE CHINEHAM PARISH COUNCIL FINANCE COMMITTEE

DATE: 11 June 2018

TIME: 7pm

PLACE: Parish Office, Chineham Village Hall

PRESENT: Cllr. Les Fryer (Chairman)
Cllr. Andy Clarke
Cllr. Steve Oakley Sally Jackson (Clerk)

1. To elect a Chair and Vice-Chair.

Cllr. Steve Oakley proposed and Cllr. Andy Clarke seconded that Cllr. Les Fryer be nominated for the position of Chairman and Cllr. Fryer was duly elected. It was further agreed that because of the current requirements on meetings being quorate when all three members of the Committee are present, a Vice-Chair was not required.

2. To receive and accept apologies for absence.

No apologies were received.

3. To sign as a correct record the minutes of the meeting held on 13 November 2017.

The minutes of the meeting held on 13 November 2017 were signed as a correct record.

4. To receive declarations of interest relevant to items on this agenda

No declarations of interest were received.

5. To review the Terms of Reference for the Committee.

Following a discussion, it was agreed that item 10 in the Terms of Reference should explain how the Committee meetings will be quorate rather than referring to the Parish Council's Standing Orders. It was further agreed that an item should be placed on the Parish Council's agenda to propose that the Terms of Reference be amended so that the Finance Committee will be quorate with two-thirds of the members present and that a schedule of the items to be reviewed at the Committee Meetings should also be attached to the Terms of Reference.

ACTION POINT: CLERK TO INCLUDE ON APPROPRIATE AGENDA

6. To review the effectiveness of the Parish Council's system of internal controls.

A discussion took place and it was agreed to recommend to the Full Council that the Parish Council's system of internal control is effective.

7. To discuss the internal audit report for the year ended 31 March 2018.

A discussion took place and it was noted that there were no recommendations made in the internal audit report (Appendix A).

8. To discuss the Annual Governance and Accountability Return for the year ended 31 March 2018 including the governance and accounting statements.

A discussion took place and it was agreed to recommend to the Full Council that they approve the Annual Governance and Accountability Return for the year ended 31 March 2018.

The meeting closed at 7.20pm

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Chairman

Appendix A

The Chairman	John Chamberlain
Chineham Parish Council	4 Cuffelle Close
PO Box 6275	Chineham
Basingstoke	Basingstoke
RG22 4WJ	RG24 8RH
	May 24, 2018

Dear Sirs,

Internal audit – Chineham Parish Council – May 22nd 2018

Further to my audit held on May 22nd I can confirm that, after discussions with the Chairman of Finance & the Clerk, the council's affairs were in good order.

In particular the following areas relating to procedures & controls were examined on a random basis

The keeping of minutes & the necessary approval & signing of minutes as required

Risk assessment summaries

Approval of payments to be made, followed by the actual payments being made.

Bank account reconciliations

Input to bureau for the preparation of salaries, bureau paperwork & salary payments.

The keeping of financial records in an orderly manner

Adequate budgetary reviews were carried out

The audit of these areas found all records to be compliant with good business practice & record keeping.

Yours sincerely

J.A.Chamberlain