

# WENDOVER PARISH COUNCIL

## Minutes of the Finance Committee Meeting 17<sup>th</sup> June 2019 – 3pm St. Mary's Centre, Wendover

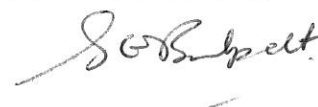
**Present:** Cllrs Bulpett (SB), Worth (SW) Walsh (TW).

**Clerk:** Keith Shelley

**Minutes:** Keith Shelley

**Members of Public:** 0

1.	<b>APOLOGIES FOR ABSENCE</b> <b>F19.020</b> Apologies were made by Cllr Gregory, Cllr Green and Cllr Clare and they were accepted.
2.	<b>DECLARATIONS OF INTEREST</b> <b>F19.021</b> None
3.	<b>PUBLIC PARTICIPATION</b> <b>F19.022</b> None.
4.	<b>MINUTES</b> <b>F19.023</b> The minutes dated 21 <sup>st</sup> May 2019 were AGREED as a true record and signed by the Chairman.
5.	<b>CORRESPONDENCE</b> <b>F19.024</b> The correspondence relating to the British Gas monthly billing and the damaged returned cheque from Lloyds Bank were NOTED.
6.	<b>YEAR END 2018/2019</b>
a	<b>To receive a report on the end of year financial position 2018/2019 from the RFO.</b> <b>F19.025</b> The Clerk reviewed the end of year financial position with the Committee and it was NOTED.
b	<b>To review and sign off the journals and virements for 2018/2019 year end process.</b> <b>F19.026</b> The Clerk reviewed the year end journals and virements with the Committee and they were NOTED for sign off by the Chairman.
c	<b>To note and review the final I&amp;E report for the 2018/2019 year end.</b> <b>F19.027</b> The Clerk reviewed the final I&E report for 2018/19 with the Committee and it was NOTED.
d	<b>To receive a report from the internal auditor for the year 2018/19.</b> <b>F19.028</b> The Clerk reviewed the report with the Committee and it was NOTED. The report concluded: 'We are pleased to conclude that, in the areas examined, the Council operates effective control systems that help to ensure that transactions are free from material misstatement and are reported accurately in the Accounts and AGAR for the financial year. We identified two issues at our interim visit where we considered that existing procedures could be further enhanced, these matters are included in this Report for completeness and the responses are included in the action plan. We have signed off the Internal Audit Report in the AGAR assigning positive assurance on each control objective.' Cllr Bulpett and the Committee thanked the Clerk and Deputy Clerk for their efforts in gaining an excellent report.
7.	<b>NEW YEAR FINANCIALS 2019/2020</b>
a	<b>To note the 2019/2020 annual budget by cost centre report.</b> <b>F19.029</b> The Clerk reviewed the budget with the Committee and it was NOTED.
b	<b>To note the 2019/2020 EMR opening balance report.</b> <b>F19.030</b> The Clerk reviewed the EMR report with the Committee and it was NOTED.
c	<b>To review the I&amp;E report, EMR's and balance sheet for April and May 2019.</b> <b>F19.031</b> The Clerk reviewed the I&E report, EMR report and balance sheets for April and May with the Committee and they were NOTED.
d	<b>To review and sign off the cash book for April and May 2019.</b> <b>F19.032</b> The Clerk reviewed the cash book for April and May with the Committee and it was NOTED for sign off by the Chairman.



e	<b>To review the bank reconciliations and statements for April and May 2019 .</b> <b>F19.033</b> The Clerk reviewed the bank reconciliations and statements for April and May 2019 with the Committee and they were NOTED.
8	<b>Terms of Reference</b>
	<b>To note the amended TOR to incorporate the changed Finance schedule of meetings.</b> <b>F19.034</b> The amendment was NOTED. The Clerk confirmed the dates within the TOR now aligned with the agreed schedule for the revised meeting months and times.
9	<b>ITEMS FOR NEXT AGENDA</b> <b>F19.035</b> Proposed new grant policy, reports from the new asset register software.
10	<b>DATE OF NEXT MEETING</b> <b>F19.036</b> Next scheduled meeting Tuesday 20 <sup>th</sup> Aug 2019 at 7:30pm in St Annes Hall.
11	<b>CLOSURE OF MEETING</b> <b>F19.037</b> As all business was transacted the meeting was closed at 4:00pm

Signed by: 

Date: 20<sup>th</sup> August 2019