

## Minutes of a meeting of the Finance and Staffing committee held on Thursday 27 April 2016 at Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs A Grimes, I Montgomery (Ch), C Moore, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk).

15/FS/36 **Public questions**

There were none.

15/FS/37 **Apologies and declarations of members' interests**

37.1 Apologies were received and accepted from Cllr Clarke and Cllr P Hughes.

37.2 There were no declarations of members' interest.

15/FS/38 **Finance and Staffing Committee Minutes**

38.1 Members **RESOLVED** that the minutes of the 28 January 2016 meeting were a correct record of the meeting and these were signed by the Chair.

38.2 Matters arising:

38.2.1 Mileage payments

The Clerk reported that the claimable mileage rate, currently 45ppm, is set by the Government. Members discussed whether councillors should be able to claim for any journeys carried out on council business. Currently, the policy is for journeys over five miles. The Clerk was asked to speak to other Clerks locally to investigate what other parish council's policies in this matter are.

38.2.2 IT support

The clerk reported that she has carried out a review of the IT support, comparing costs for the specific support provided, including archiving, backup, antivirus, email accounts etc. She reported that the existing contract with MFG expired at the end of March, but has been extended until the end of June to allow time to review. Members discussed the IT support contract and the relative costs of the other providers. Following discussion, members proposed and **RESOLVED** to recommend a renewal of the contract with MFG for a period of two years.

38.2.3 Bank funds

Members requested that the Clerk & Deputy Clerk investigate options for holding earmarked funds for elections in a separate account and for the purchase of up to a further £150,000 of interest bearing bonds.

The Deputy Clerk reported that the process had begun to request the closure of the council's accounts held with Bank of Ireland and Barclays.

38.2.4 Annual Report

Members noted that the 2015/16 Annual Report has been published and distributed with the spring 2016 newsletter.

38.2.5 Auto-enrollment pensions

Members noted that the Clerk and Deputy Clerk attended a training session on pensions, including Auto-enrollment.

15/FS/39 **Financial Reports – Full Year Income and Expenditure**

39.1 The year-end financial figures were received and noted by members.

39.2 Cllr Pike asked what happens with funds unspent in the previous financial year. The Deputy Clerk reported that these funds are moved into general reserves at the end of the financial year.

39.3 Cllr Grimes asked about the Orta Solar Grant received. The Clerk reported that there are no requirements attached to when or how the funds are spent, though the recommendation is that the grant be spent on measures to improve energy efficiency.

- 15/FS/40 **Report from the internal auditor**  
Members received and noted a report from the internal auditor
- 15/FS/41 **Bank reconciliation**  
41.1 A bank reconciliation at 31 December was received, noted and approved. The balances were confirmed as correct by Cllr Grimes and a list of balances was signed.  
41.2 Members noted that the balance of accounts 5 (Royal Bank of Scotland) and account 6 (Barclays) were unable to be confirmed, as no updated bank statements have been received for these accounts.
- 15/FS/42 **Standing Orders**  
Members reviewed the revised Standing Orders for 2016/17 and, following a number of amendments, recommended the updated document for approval by the full council.
- 15/FS/43 **Finance Regulations and Financial Risk Management**  
43.1 Members reviewed the revised Financial Regulations for 2016/17 and, following a number of amendments, recommended the updated document for approval by the full council. The Deputy Clerk was asked to determine how long the information on authorisations on electronic payments are visible for in the online banking system.  
43.2 Members reviewed the revised Financial Risk Management document for 2016/17 and recommended the updated document for approval by the full council.
- 15/FS/44 **Staffing Committee Terms of Reference and Grants Committee Terms of Reference**  
44.1 Members reviewed a revised Terms of Reference for the Staffing Committee. These were reviewed and noted and will be circulated to members for approval at the first meeting of the Staffing Committee.  
44.2 Members reviewed a revised Terms of Reference for the Grants Committee. It was recommended that the committee be made up of 3 members, and that the committee will report of recommendations on all grant applications, decisions taken (whether agreed, declined and agreed sums) and reasons, to the Finance and Staffing Committee for approval.
- 15/FS/45 **Correspondence**  
There was none
- 15/FS/46 **Date of next meeting**  
The date of the next meeting was confirmed as Thursday 28 July 2016.

*The meeting closed at 21:55 hrs*

Action points:

Reference	Detail	By whom
38.2.1	Determine what policies other parishes have for paying members' mileage claims	Clerk
38.2.3	Consider options for holding earmarked funds for elections in a separate account	Clerk / Deputy Clerk
38.2.3	Review options for purchasing interest bearing bonds	Clerk / Deputy Clerk
43.1	Determine how long the authorization information on electronic payments is available to view	Deputy Clerk