

Minutes of Walgrave Parish Council Finance Meeting held on

**Monday 15th January 2018 at 7.30pm in the Baptist
Schoolroom, Gold Street**

Councillors Present

Meg Timlin (Chair), Mike Graham (Vice Chairman), Barbara Evans, Julie King

Clerk – Rosie Warne

- 18/F/01 Apologies:** to receive and accept apologies and to approve reasons for absence. None
- 18/F/02 Declarations of interest:** to receive any declarations of interest under the Council's Code of Conduct related to agenda items: None
- 18/F/03 Public address to the Council:** None
- 18/F/04 Action Points**
- 17/F/19 – Traffic calming payments** -item resolved
 - 16/F/30.3 – WIG Payment** - Payment received and item resolved
 - 16/F/21.2 – Memorial Repairs** – Following discussions it was agreed that this item would be discussed at the February Parish Council meeting
- 18/F/05 Financial Performance**
- Year-end performance against budget remaining was discussed and agreed
 - Review of the budgeted work and projects were discussed and agreed
 - VAT received for 16/17 was not the same as was recorded in the 15/16 monthly report – Clerk to investigate
- 18/F/06 To review the 2018/2019 Budget** – The budget and Precept was agreed at the January Parish Council meeting and this was reviewed further and agreed by Finance Committee
- 18/F/07 5 Year Financial Plan** – Following discussions it was agreed that projects and reserves would be discussed at the February Parish Council meeting and Councillors Timlin and Graham will put together a report to present to Councillors
- 18/F/08 To discuss online banking for statement requests** – It was agreed that Clerk would monitor the date statements are being received and ask for this to be discussed again should it be necessary to do so. Clerk to ensure that financial reports are accurate and that financial reports are distributed together with the agenda
- 18/F/09 Monthly bank reconciliation – to allocate 2 Councillors to undertake this duty** – It was agreed that it would be prudent for another Councillors to be trained to undertake this duty should Councillor Phelan be absent. Clerk to put together a procedure for the bank reconciliation duty and also for the signing of cheques to further improve accuracy
- 18/F/10 Date of the next meeting:** Next committee meeting – 16th April 2018
Date of next Council Meeting: 12th February 2018

Meeting closed by 9pm

All reports can be made available upon request to the Clerk

ACTION POINTS AND POINTS FOR TRACKING
FOLLOWING MEETING

Agenda item	Who	Action Point
16/F/21.2	BE	Memorial repairs
17/F/05	RW	Outstanding VAT refund to be investigated and actioned
17/F/07	MG/MT	To put together a report re the 5 year plan and reserves for the February meeting
17/F/09	RW	To put together a procedure for undertaking the bank reconciliation duty and signing of cheques at meeting
Meeting	RW	Agenda items for February Parish Council meeting as follows: Memorial repairs. 5 year plan, bank reconciliation and cheque signing procedure, APM date to be agreed, Community Safety Plan