

Minutes of Walgrave Parish Council Finance Meeting held on

**Monday 16th April 2018 2018 at 7.30pm in the Baptist Chapel,
Gold Street**

Councillors Present

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

Clerk – Rosie Warne

- 18/F/11 Apologies:** to receive and accept apologies and to approve reasons for absence. None
- 18//F/12 Declarations of interest:** to receive any declarations of interest under the Council’s Code of Conduct related to agenda items: None
- 18/F/13 Public address to the Council:** None
- 18/F/14 Action Points**
16/F/21.2 – Clerk has asked Stamps and Co to undertake an assessment and report of the requirements
17/F/05 – Outstanding VAT has been claimed and received
17/F/07 – 5 year plans and reserves have been presented to full council
17/F/09 – bank reconciliation and cheque signing guidelines have been actioned and agreed
- 18/F/15 Financial Performance**
1. **To review the accounts for the Year Ended 31st March 2018** – Councillors discussed this and some amendments to be undertaken. Councillor Graham will undertake this and email to Councillors
 2. **To review progress of budgeted work and projects yet to be undertaken or in progress, agree any actions for 2018/2019 and the earmarked reserves** – Councillors had an in-depth discussion regarding the reserves and the earmarked reserves were agreed
- 18/F/16 To view monthly bank reconciliation statement presented at Parish Council meetings** – following discussions Councillors agreed to continue with the current arrangements
- 18/F/17 To discuss changes to Financial Regulations regarding the process for obtaining quotes** – Following discussions and the agreement of some wording amendments Councillors agreed to the proposal by Councillor Graham and this will be put before full council for approval at the May meeting.
- 18/F/18 To discuss taking advantage of online banking** – Following discussions and the clarification of some points Councillors agreed to the proposal by Councillor Graham and this will be put before full council for approval at the May meeting

18/F/19 5 Year Financial Plan – 5 year plan was discussed and amendments made. The updated 5 year plan will be put before full council for approval at the May meeting. Clerk to contact EON to ask what they predict the increases will be over the next 5 years

18/F/20 Date of the next meeting: Next committee meeting – Tuesday 16th October 2018
Date of next Council Meeting: APM 23rd April 2018 & Main meeting 14th May 2018

Meeting closed by 8.55pm

All reports can be made available upon request to the Clerk

ACTION POINTS AND POINTS FOR TRACKING
FOLLOWING MEETING

Agenda item	Who	Action Point
18/F/15	MG	Account amendments
18/F/17	MG	Wording amendments to be circulated
18/F/18	MG	Wording amendments to be circulated
18/F/19	Clerk	To contact Eon for indication of price increases over the next 5 years