

## COLWICH PARISH COUNCIL

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 31ST MAY 2018 AT THE PARISH CENTRE, ST. MARY'S ROAD, LITTLE HAYWOOD, COMMENCING AT 7:30PM.**

**PRESENT:** (For all or part of the meeting) Cllr Dunn; Cllr Billingsley (Vice Chair); Cllr Fletcher; Cllr Sarjant and Cllr Stafford Northcote.

**IN ATTENDANCE:** Anthony Egan (Deputy Clerk and Finance Officer).

**PUBLIC PARTICIPATION:** No members of the public were present.

### MINUTES

- | Item Ref | Agenda item  |
|----------|--|
| 1/18F    | <p><b>The previous Chairman of the committee not being present, the previous Vice-Chair opened the meeting.</b></p> <p><b>CHAIRMAN FOR 2018/19.</b></p> <p>Cllr Dunn was <b>NOMINATED</b> by Cllr Billingsley and <b>SECONDED</b> by Cllr Sarjant.</p> <p>In the absence of any other nominations, Cllr Dunn was elected as the Chairman of the Committee for 2018/19.</p>   |
| 2/18F    | <p><b>TO ELECT A VICE-CHAIRMAN FOR 2018/19.</b></p> <p>Cllr Billingsley was <b>NOMINATED</b> by Cllr Dunn and <b>SECONDED</b> by Cllr Sarjant.</p> <p>In the absence of any other nominations, Cllr Billingsley was elected as the Vice Chairman of the Committee for 2018/19.</p>   |
| 3/18F    | There were no <b>APOLOGIES</b> .   |
| 4/18F    | There were no <b>DECLARATIONS OF INTEREST</b> .  |
| 5/18F    | There were no <b>WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011</b> .  |
| 6/18F    | <p><b>THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 14 DECEMBER 2017.</b></p> <p>Item 19/17F "... recommend o ..." amended to "...recommend to ..."</p> <p><b>RESOLVED</b> to agree and sign the minutes as a true and accurate record.</p> <p><b>PROPOSED</b> Cllr Billingsley      <b>SECONDED</b> Cllr Stafford Northcote.</p>   |
| 7/18F    | <p><b>THE SMALL GRANTS PROGRAMME FOR FINANCIAL YEAR 2018-2019.</b></p> <p><b>RESOLVED</b> to recommend to Full Council the following:</p> <ul style="list-style-type: none"> <li>• Budget for Small Grants programme confirmed as £3,500 for the year</li> <li>• Programme for 2018/19 to consist of two rounds <ul style="list-style-type: none"> <li>○ Round 1 to be open for applications from May 2018 to end of July 2018, with applications to be considered for an initial tranche of £2,000 at the September 2018 meeting of the Full Council</li> </ul> </li> </ul> |

**SIGNED AS A TRUE AND ACCURATE RECORD.....**

**DATE.....**

**DRAFT: THESE MINUTES REMAIN DRAFT UNTIL AGREED AND SIGNED BY THE COUNCIL**

- Round 2 to be open for applications from September 2018 to end of December 2018, with applications to be considered for a second tranche consisting of the balance of the budget at the February 2019 meeting of the Full Council

- Arrangements for grants programme 2019/20 to be discussed at December Finance Committee meeting and dates for the forthcoming year to be reviewed.

**PROPOSED** Cllr Billingsley      **SECONDED** Cllr Stafford Northcote.

**8/18F      TRANSFER OF FUNDS FROM THE GENERAL RESERVE TO ALLOCATED RESERVES.**

**RESOLVED** to recommend to the Full Council that £22,000 be moved from General Reserves to the Contingency Fund Reserve and £3,500 be moved from General Reserves to the Election Fund Reserve.

**PROPOSED** Cllr Fletcher      **SECONDED** Cllr Sarjant.

**9/18F      THE BUDGET FOR THE REMAINDER OF THE YEAR AND THE VIREMENT OF BUDGET HEADINGS.**

In discussing the budget for the remainder of the year, it was agreed that the Council should look to improve income received from its bank balances. It was also agreed that no virement of budget headings was required at this time.

**RESOLVED** that Cllr Dunn would put together a paper on the Council's investment options for recommendation to Full Council at the September meeting and **RESOLVED** to recommend to Full Council that, in the interim, an immediate deposit of £100,000 be made from the Unity Bank Account into the Public Sector Deposit Fund.

**PROPOSED** Cllr Dunn      **SECONDED** Cllr Billingsley.

**10/18F      THE ASSET REGISTER.**

**RESOLVED** that details of the Council's property assets and its larger items (i.e. details of the Play Equipment, MUGA and Skate Board Park) should be placed on the Council's website.

**PROPOSED** Cllr Billingsley      **SECONDED** Cllr Dunn.

**11/18F      THE COUNCIL'S COMPLIANCE WITH INTERNAL AND EXTERNAL AUDIT REQUIREMENTS.**

It was **NOTED** that Internal and External Auditors have been appointed for this year and that there are no outstanding issues from previous audits.

**RESOLVED** to have a link placed on the Council's website to the document "The Good Councillor's Guide to finance and transparency" in order to inform the wider public of the process the Council has to follow.

**PROPOSED** Cllr Billingsley      **SECONDED** Cllr Dunn.

**12/18F      THE COUNCIL'S FINANCIAL REGULATIONS.**

**RESOLVED** to review the Council's Financial Regulations and present any recommendations for change to the December Finance Committee meeting.

**PROPOSED** Cllr Dunn      **SECONDED** Cllr Fletcher.

**SIGNED AS A TRUE AND ACCURATE RECORD.....**

**DATE.....**

**DRAFT: THESE MINUTES REMAIN DRAFT UNTIL AGREED AND SIGNED BY THE COUNCIL**

**13/18F THE TERMS OF REFERENCE FOR THE COMMITTEE INCLUDING POPULATING THE COMMITTEE MATRIX.**

**RESOLVED** to recommend to Full Council that no change should be made to Committee’s Terms of Reference and **RESOLVED** to recommend to Full Council that the Committee Matrix should be updated to reflect the current makeup of the Committee.

**14/18F DATE OF NEXT MEETING – 13 DECEMBER 2018**

Meeting closed at 8:59pm.

DRAFT

**SIGNED AS A TRUE AND ACCURATE RECORD.....**

**DATE.....**