

LANDEWEDNACK PARISH COUNCIL

**Minutes of the Finance Committee of the Landewednack Parish Council Meeting on Thursday
25th April 2018 at 7.30 pm at the Lizard Village**

Present: Cllrs B Kessell, V Donovan and V Parker (Chair of the Finance Committee)

In Attendance: D Shepherd (Clerk) and three members of the public

18/19 FM 1 To receive and accept apologies

It was **resolved** to accept apologies from Cllr R Wheeler (Proposed Cllr Parker)

18/19 FM 2 To receive Declarations of Interest: To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda

There were no Declarations of Interest

18/19 FM3 Public Participation: To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item

Two members of the public asked about the bequest of £1500 left to the Parish Council in 1987 to be invested by the Council so that they could use the income for the benefit of the children of the parish and in particular to provide a tea for them during the Christmas recess in memory of the mother of the person making the bequest

18/19 FM 4 Minutes of the Finance Committee held on 25th January 2018: To approve and sign as a correct record

It was **resolved** to approve and sign the minutes as a correct record (Proposed Cllr V Parker)

18/19 FM 5 Appt of External Auditors: To note the appointment and the new arrangements for 2017/18:

The Clerk reported on the appointment of new External Auditors and the new arrangements for 2017/18

18/19 FM 6 Internal Audit Report 2017/18

It was **resolved** to receive and note the Internal Audit Report (Proposed Cllr Parker)

18/19 FM 7 Annual Governance Statement 2017/18: To consider and to make recommendations to Council

Cllrs considered the Statement and noted that the Trust was implemented again on 1st April 2018

It was **resolved** to recommend to Council a positive response to all the statements (Proposed Cllr Parker)

18/19 FM 8 Accounting Statement 2017/18: To consider and make recommendations to Council

Cllrs considered the Accounting Statement

It was **resolved** to recommend to Council that the Statement be approved (Proposed Cllr Parker)

Signed.....Date.....

- 18/19 FM 9 Bank Reconciliation 2017/18:** To note
- Cllrs noted the Bank Reconciliation approved by the internal auditor
- 18/19 FM 10 Explanation of Significant Variances 2017/18:** To consider
- Cllrs considered the explanations set out by the Clerk, approved by the Internal Auditor, that will be published on the website and sent to the External Auditors
- It was **resolved** to approve the Explanation of Significant Variances (Proposed Cllr Parker)
- 18/19 FM 11 Notification of the Commencement Date of the period of Exercise of Public Rights:** To confirm
- Cllrs considered the suggested dates for the Exercise of Public Rights
- It was **resolved** to approve the dates (Proposed Cllr Parker)
- 18/19 FM 12 External Auditors selection of Landewednack Parish Council for Intermediate Review 2017/18**
- The Clerk reported that Landewednack PC had been chosen for an additional Intermediate Review and what that involved
- 18/19 FM 13 Accounts 2017/18:** To consider
- The Clerk presented the Accounts for 2017/18 and the Cllrs considered these in detail
- It was **resolved** to recommend to Council that the accounts be approved (Proposed Cllr Parker)
- 18/19 FM 14 Budget 2018/19:** To consider the budget for 2018/19 and to make any further proposals to Council re the budget for 2018/19
- Cllrs considered the draft budget prepared by the Clerk and noted the Council's dependency on donations from the Green and toilets
- It was **resolved** to recommend the budget 2018/19 to Council (Proposed Cllr Parker)
- 18/19 FM 15 Analysis of Reserves 2018/19:** To consider and make recommendations to Council
- Cllrs considered the reserves which currently did not stand as 40% of running costs. It was noted that the Clerk makes monthly reports to Council on income and expenditure to ensure the Council monitors this against the budget
- It was **resolved** that Cllr Kessell would meet with the Clerk every three months to look at the income and expenditure in detail (Proposed Cllr Parker)
- 18/19 FM 16 Bank Accounts and the Investment of Reserves:** To consider the current arrangements and whether they could be improved
- This item was deferred until the next meeting of the Committee
- 18/19 FM 17 Quotations for Grass Cutting at the Lawned Cemetery:** To consider the quotations and to make a decision re the contractor for the next three years
- Cllrs considered the two quotations received. One contractor had withdrawn. Cllrs discussed reducing the specification still further to reduce the costs
- It was **resolved** to award the contract to Mr S Fayers (Proposed Cllr Donovan)

Signed.....Date.....

18/19 FM 18 NS and I Miss Wallis Bequest: To consider the correspondence from NS and I and to agree a response

The Clerk reported on her investigations into this account on behalf of the Council. Information about the account had come to light when the new Cllrs had been going through Council papers from 1987. National Savings would not provide any information as no current Councillors were signatories to the account. Two people named as Cllrs were signatories but these people were not currently Councillors.

It was **resolved** that the Clerk should write to National Savings explaining the position and write to the two people thought to be the current signatories to ask them to pass over the details of the account and to sign a letter for the Clerk to send to National Savings (Proposed Cllr Parker)

18/19 FM 19 National Joint Council for Local Government Scales 2018 and 2019: To note the payscales agreed for 2018 and 2019 and the adjustment to the budget

It was **noted** that the National Pay Scales for Clerks had been increased for 2018 and 2019 and that this increase formed part of the Clerk's contract

18/19 FM 20 HM Revenue and Customs: Changes to VAT 126 claim: To note the changes and to consider how to respond

The Clerk explained the changes to VAT claims and her uncertainty that the claim she had submitted would be processed

18/19 FM 21 Income and Expenditure:

It was **resolved** to note the following receipts:

Pendles	£65
Street Lights (rebate)	£174.53

It was **resolved** to approve the following payments:

Churchill	£24
Cornwall Council (legal fees)	£989.80
Pensinsular Signs	£599.98
SLS	£13.33
Internal Audit	£250
Vision ICT (email)	£18
Cornwall Legal (plan)	£25
Michael Legge (grass seed)	£18.99

18/19 FM 22 Date of Next Meeting: It was agreed that there would be two meetings scheduled in 2018/19. One in August to approve payments in the month the Council does not meet; one in November to consider the half year figures and the precept request. The Clerk to circulate the schedule

Signed.....Date.....