

Whiteley Parish Council

Finance Committee

Minutes a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 25th April 2012 at 8.25pm.

Parish Council Committee members present: Colin Bielckus (Chairman)
Vivian Achwal, Mike Evans, Peter Inman, David Jenkins

Parish Councillors Pat Thew, one member of the public, Parish Clerk Nicki Oliver.

1. **To receive apologies for absence** Roland Diffey.
2. **To receive declarations of interest regarding agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Meeting resumed to consider the following agenda items:**

4.1 To consider grant application from Meon Valley Home Start (circulated previously) **It was agreed to recommend a grant of £200 to Full Council.**

4.2 To consider grant application from Meon Valley Citizens Advice Bureau **It was agreed to recommend a grant of £400 to Full Council.**

4.3 To review Finance Regulations **It was agreed to recommend to Full Council that para 3.5 be omitted.**

4.4 To review the Council's grant application terms and conditions (circulated previously) **It was agreed to recommend to Full Council that an additional requirement for the applicant to print their name be added.**

4.5 To receive income and expenditure report April 11- March 12 **Received.**

4.6 To review Internal Controls and Risk Assessment 2011/12 prior to production of an Action Plan for inclusion with end of year accounts **Assessment reviewed and Action Plan approved.**

4.7 To review audit tests carried out for 2010/11 and agree scope of internal audit work required for 2011/12 **It was agreed to maintain the list of audit controls to be tested as for 2010/11.**

4.8 To review draft accounts for internal audit as follows:

1. Receipts and payments accounts 2011/12
2. Asset register April 2012
3. Supporting statement 2011/12
4. Action Plan to improve effectiveness of internal controls and risk assessment procedures 2012/13 / Review April 2012
5. Annual Governance Statement 2011/12

Accounts reviewed and recommended to Full Council for internal audit.

5. **To identify any unmanaged risks within this committee's remit** Interest bearing accounts to be researched for use when the remaining Whiteley Fund is transferred to the council. Notice of current bank balance to be recorded as an agenda items in future.
6. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Details of accounts to be included in the next Whiteley Voice
7. **Recent correspondence / reports from meetings of relevance to this committee**

Bank balance end March 2012 £66,429

Meeting closed 9.27