

Whiteley Town Council

Finance Committee

Minutes of a meeting of the above Committee held in the Council Rooms at Meadowside Leisure Centre, Whiteley on 17th January 2018 at 8.05pm.

Committee members present: Colin Bielckus (Chairman), Malcolm Butler (Vice-Chairman), Andy Baker, Mike Evans, David Jenkins.

Town Councillors Vivian Achwal, Nick Hurst, Bernie Rainer-Guy, Town Clerk Nicki Oliver.

1. **To receive apologies for absence** Hazel Croft-Phillips, Morene Pinder, Pat Thew
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 options for depositing council funds (Chairman) **Refer to next meeting.**

4.2 To consider whether a Segregation of Duties Policy / Matrix is required (Chairman) **Refer to next meeting.**

4.3 To consider issues raised by LGPS funding consultation (Chairman) **Refer to next meeting.**

4.4 To receive interim internal audit report (Chairman)

Actions:

1. To consider whether 6 monthly VAT returns are required (currently annual) **Agreed to carry out 6 monthly VAT returns.**
2. Review of internal audit report to go to Full Council – agenda item for February **Noted.**
3. Review the Members' Code of Conduct – action for SDP Committee in 2018 **Noted.**
4. Bank statements to be signed by councillor signing the bank reconciliations – to be actioned from December 2017 **Noted.**
5. Review of how cash balances are held, currently all with Lloyds **Refer to next meeting.**

Other actions:

1. Review decision to continue to not insure play areas for all risks **Quotes to be considered at next renewal.**
2. Fireworks income managing cash – to review **Cost of installing a safe to be investigated.**
3. To note change of external audit provider **External auditor is now PKF Littlejohn LLP.**

4.5 To consider grant request from Home Start **It was agreed to recommend to Full Council that a grant of £600 be made.**

4.6 To consider grant request from Cornerstone CE Primary School **Further information on accounts to be requested. Refer to next meeting.**

5 To identify any unmanaged risks within this committee's remit None.

6 Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available Continue to monitor.

7 Recent correspondence / reports from meetings of relevance to this committee None.

Meeting closed 8.32pm