



MINUTES OF FINANCE MEETING

**HELD AT THREE CROSSES COMMUNITY CENTRE
ON THURSDAY, 16TH JUNE 2016 AT 8.55pm**

PRESENT:

Community Councillor
Daniel Jones (DJ)
Belinda Hansford (BH)

Community Councillor
Kevin White (KW)
Warren Smart (WS)

Clerk: Ian Donaldson

Meeting commenced 8.55pm Community Councillor Warren Smart (Vice-Chair of the Community Council) Presiding

ITEM	HEADING	ACTION BY
798	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Hood- Williams, Aubrey, and Prince.	
799	<u>DISCLOSURES OF PERSONAL PREDUDICIAL INTEREST</u> There were no disclosures.	
800	<u>MINUTES OF PREVIOUS MEETING</u> Cllr Hansford proposed that the minutes from 21 st January 2016 be accepted as a true record of the proceedings. Cllr White seconded this and the motion was carried unanimously with Cllr Jones abstaining since he was not at that meeting.	
801	<u>VERIFY BANK & CASHBOOK RECONCILIATIONS</u> The clerk produced the cashbook reconciliations checked by Cllr Aubrey, as the appointed councillor, who had confirmed that the monthly reconciliations produced by the clerk were up to date, were correct and signed accordingly.	
802	<u>REVIEW OF INTERNAL AUDIT PROCESS 2015/16</u> Cllr Hansford confirmed that she had reviewed the internal audit process as required by the council's financial regulations and had concluded that all conditions were met.	
803	<u>ACTUALS V BUDGET FOR END Q1 2016/17</u> The clerk tabled a spreadsheet of actuals v budget up to end of June. He explained that there were no real concerns on spend or income. The	

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_____ Cllr P Hood-Williams

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803	capital spend on the Banc path had occurred in June rather than September as budgeted. However, there was still £3,390 spend left in there for Quarters 2- 4.	
804	<p><u>TO REVIEW STANDING ORDERS, BANK MANDATES AND DIRECT DEBITS</u></p> <p>The clerk informed the meeting about the current situation with regard to the above. It was agreed to change the date of the salaries standing orders to the 26th of each month, they are currently paid on the 1st of the next month. It was also agreed to remove former councillors Place and Jenkins from the cheque signatories to be replaced by Cllrs Hansford and White. Variable Direct Debits for utility bills were approved for another year.</p>	ID
805	<p><u>DATE OF NEXT FINANCE MEETING</u></p> <p>It was agreed that the next meeting would be on 15th September 2016 after the normal Council Meeting.</p> <p>The council would consider and award Community grants and after a competitive tendering process, award the 2016-2019 Grounds Maintenance Contract at this meeting.</p> <p>The meeting closed at 9.30pm</p>	ID

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