

**Teversham Parish Council**  
**DRAFT Minutes of the Finance Committee Meeting held Monday 29<sup>th</sup> April 2019 at 6.30pm**

**Present:** Councillors Amrani, Fisher, **Kelleway**, Nicholson and the Clerk.

1904/1	<b>Apologies</b> were received from Cllrs Martin and Oxford both for personal reasons.
1904/2	<b>Minutes.</b> The Minutes of the meeting held on 25 <sup>th</sup> February 2019 were agreed to be a true record of the meeting and signed.
1904/3	<p><b>Budget to year end. The final expenditure for the year ending 31.03.18</b> was reviewed against the budget. A number of issues were discussed</p> <ol style="list-style-type: none"> <li>1. Council paid elections costs and were billed twice which is why the total was £330. We received a refund of £165 as shown in the income.</li> <li>2. The Clerk salary is above the proposed budget. The clerk has had a two point scale rise over the last year, this payment includes £765 reimbursement for the new laptop and Windows package. It also includes the allowance for working from home which the clerk was not paid in 2017/18 financial year. As this is not an accurate reflection of the salary paid the budget line should be increased in the next financial year.</li> <li>3. The pension paid is above the amount budgeted. As the Clerk has previously explained she isn't sure how to present this as the pension is paid as a direct debit from the Unity Trust Account and includes both the Council and the Clerk's contribution.</li> </ol> <p>It was resolved to add a brief explanation for the Annual Parish Meeting for these last two points.</p>
1904/4	<p><b>Annual Return 2018/19</b>  Copies of the Receipts and Payments, Budget and Bank Reconciliation for the year end 31<sup>st</sup> March 2019, Assets Register and a copy of section 2 of the Annual Return were attached, along with a draft copy of the Clerk's report for the internal auditor. The Clerk pointed out she had found an error on the Assets register from last year and corrected it and added the computer. Once the skate park work is complete that figure may need adjusting. Finally, the Clerk noted a couple of boxes needed filling on the Explanation of Variance form for Total Cash and Short Term Investments but there would be no explanation required for these.</p>
1904/5	To consider the Annual Governance Statement. The Statements were considered, agreed to be correct and the Annual Governance and Accountability Return (AGAR) was signed.
1904/6	To Approve the Accounting Statements. The accounting statements were reviewed and agreed.
1904/7	To Sign the Annual Accounting Statements. The AGAR was signed.
	The Internal Auditor for Teversham Parish Council is booked for 10am on Tuesday 14 <sup>th</sup> May.
1904/8	<p><b>Notice of Appointment of Date for the Exercise of Electors Rights and Audit Timings</b>  Confirmation that notices will be published Friday 14<sup>th</sup> June 2019. The inspection period will run from Monday 17 June – Friday 26 July 2019. Information must also be published on our website. Documentation must be completed to send to the External Auditor <u>BEFORE</u> 1<sup>st</sup> July 2019. I therefore plan to present the Annual Return to the Council at their meeting on 13<sup>th</sup> May 2019.</p>
1904/9	<b>Consideration of application from Lunch Together for a grant.</b> It was resolved a grant of £400 could be made for Lunch Together and will be taken from the contingency budget line.
1904/10	

1904/11	<p><b>Consideration of transfer of funds into the Bath Building Society.</b> It was agreed to transfer £20,000 from the Unity Trust main account and a further £30,000 be transferred from the Cambridge Building Society.</p> <p><b>Other issues.</b> The invoice from MRL Construction has been received for the work on the skatepark, £2,223.00 which is complete. It was resolved this could be paid as soon as possible.</p> <p><b>Date of Next Meeting</b> – The date of the next meeting is scheduled for 15<sup>th</sup> July 2019 at 7.30pm. The meeting was closed at 8.40pm</p>
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