

Pool-in-Wharfedale Parish Council

Minutes of the meeting of Pool-in-Wharfedale Parish Council Finance Committee held at The Methodist Rooms, Manor Gardens, Pool in Wharfedale on Monday 11th April 2016 at 6.30pm.

Present: Councillor Morris in the Chair and Cllrs Bearpark, Lee, and Rowling.

In attendance: Parish Clerk J.Ryan

FC2016/171 Public Participation

No members of the public were present.

FC2016/172 To accept apologies for absence.

No apologies for absence were received.

FC2016/173 To receive any declarations of personal and prejudicial interests in items on the agenda.

The clerk asked councillors to note that DCLG guidance in relation to dispensations allowed them to participate in council business connected with council tax. “ Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support”.

FC2016/174 To approve the minutes of the Meeting held on the 11th January 2016.

The minutes of the meeting held on the 11th January 2016 were approved by Finance Committee proposed by Councillor Bearpark and seconded by Councillor Rowling.

FC2016/175 To receive information arising from the minutes that is not listed elsewhere on the agenda.

Councillor Bearpark raised the issue of Christmas lights and the possible extension of lights at and around the White Hart Public House and along Arthington Lane. It was agreed to approach the owners of the White Hart with a view to seeking a financial contribution to any new lights in the area.

FC2016/176 Final Budget Outturn 2015-16/Budget 2016-17 for publication.

The clerk circulated papers which showed the final outcome of the budget for 2015-16. The clerk highlighted increases in income received and underspending in expenditure, the papers were noted by the committee. Also circulated to councillors was the budget paper for publication. Councillor Rowling moved that the budget paper for publication be approved and be put on the website at the earliest opportunity, the proposal was seconded by Councillor Bearpark.

FC2016/177 Workplace Pensions – Auto Enrolment

Significant changes to workplace pensions have taken place which require employers to provide a workplace pension for eligible staff. Staff who meet certain criteria must be put into a pension scheme and the employer (and employee) must make contributions into the scheme, unless the employee opts out. This called automatic enrolment. It's called this because it's automatic for eligible employees – they don't have to do anything to be enrolled into the employer's pension scheme. Employees can opt out but this only lasts for 3 years and they will be automatically enrolled unless they opt out again.

After careful consideration the clerk the only eligible employee informed the committee of his intention to opt out of automatic enrolment. The Lengthsman is already in the scheme. Councillors noted this decision. The clerk will inform the Pensions Regulator.

FC2016/178 Appointment of Internal Auditor

Committee agreed to David Locke continuing as the council's Internal Auditor. This was proposed by Councillor Morris and seconded by Councillor Bearpark.

FC2016/179 The three stages of Local Council Audit

The committee discussed the Yorkshire Local Councils Associations paper 'The Three Stages of Local Council and Parish Meeting Audit'. The paper highlighted the need under the Accounts and Audit Regulations for all councils to have a system of internal control. The regulations do not stipulate how this should be done but an example of how this requirement could be satisfied is for the council to appoint a small committee which, from time to time, looks at and makes checks of the cash book, minute book, bank statements, bank reconciliations, budget, cheque book and stubs and invoices.

It was noted that the committee undertook an internal control exercise last year and agreed to undertake the exercise again, before a finance committee meeting, possibly in September.

FC2016/180 Schedule of work for the next financial year.

Committee noted the finance calendar for the year and agreed to include the Quality Award Scheme proposal.

FC2016/181 To agree items for inclusion on the agenda for the next meeting.

Review of Financial Regulations
Quality Award Scheme

FC2016/182 Date and time of next meeting.

The next meeting will be held in September, date and venue to be arranged.

FC2016/183 Meeting closed at 7.20 pm.