

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 10th October 2016 at 6.00pm.

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

In attendance: Parish Clerk J.Ryan

FC2016/184 Public Participation

No members of the public were present.

FC2016/185 To accept apologies for absence.

No apologies for absence were received.

FC2016/186 To receive any declarations of personal and prejudicial interests in items on the agenda.

The clerk declared a pecuniary interest in agenda item 6. The matter concerned the national pay award. The Chairman agreed the clerk should remain in the meeting to present the report.

FC2016/187 To approve the minutes of the Meeting held on the 11th April 2016.

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

FC2016/188 To receive information arising from the minutes that is not listed elsewhere on the agenda.

The clerk was asked by the meeting to undertake some research on the subject of Community Assets.

FC2016/189 To consider the national pay award for employees for the period 2016 and 2017.

The clerk had circulated a report prior to the meeting setting out the details of the nationally agreed pay award. The report set out the increases awarded and the new rates of pay. The Finance Committee agreed the pay increases and the back pay required as the increases came into effect on the 1st April 2016. The recommendations were proposed for approval by Councillor Rowling and seconded by Councillor Bearpark. It was noted that the pay award will have an impact on the budget which will lead to a small overspend.

FC2016/190 To review the Council's Financial Regulations.

The clerk had circulated prior to the meeting new Financial Regulations for the Finance Committee to consider. The Regulations were an updated version of the Council's previous Regulations based on the new model written by the National Association of Local Councils in January 2016. It was agreed that the regulations be accepted, this was moved by Councillor Morris and seconded by Councillor Bearpark. Further in order to offer greater protection to the Council's records it was agreed that the Chairman will be the holder of the Back Up portable hard drive. The new Financial Regulations will be circulated to all Council Members and be placed on the Council's website.

FC2016/191 To review the new Governance Guidelines.

The Finance Committee reviewed the document 'Governance and Accountability for Smaller Authorities in England, a practitioner's guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements. Also considered was Section 5, supporting information and practical examples.

The Finance Committee noted the guidance which it accepted was useful when completing the Annual Governance Statement.

FC2016/192 To discuss the Internal Review of the Council's Financial Systems.

The clerk circulated a number of reports that showed the movement of income and expenditure since the beginning of the financial year. Other reports showed bank balances and a breakdown of budget headings with related cheque payments. The reports will help the Finance Committee carry out the Internal Review of the council's financial systems. It was agreed that an Internal Review be carried out following the next meeting scheduled for the 21st November 2016.

FC2016/193 To agree items for inclusion on the agenda for the next meeting.

Budget 2017-18
Internal Review
Quality Award Scheme

FC2016/194 Date and time of next meeting.

The next meeting will be held on Monday 21st November 2016 at Old Pool Bank Village Hall.

FC2016/195 Meeting closed at 7.15 pm.