

Wickham Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Wickham Centre on Monday 18th July at 6pm.

Present: Angela Clear (Chairman), Sue Roger-Jones (Vice-Chairman), Trevor Astbury, Di Frost, Tim Harper, Simon Wernick.

Parish Clerk Nicki Oliver

1. **To receive apologies for absence** Justin Gamblin.
2. **To receive declarations of interest on agenda items** None.
3. **To adjourn meeting to allow participation by members of the public** Not required.
4. **Agenda**
 - 4.1 To receive internal audit report (Clerk)
Actions:
B review finance regulations to remove impractical policies
C review decision not to insure play areas for all risks annually
D append approved budget / precept to minutes to record approved income and expenditure
G payslip to be issued to clerk each month
I bank reconciliation to be signed each quarter; bank reconciliation to be reported formally to Finance Committee quarterly as a separate agenda item and signed by a councillor with no bank account signatory powers
J Consider whether income and expenditure accounts required for 2016/17
Report received and actions to be taken by the Finance Committee during 2016/17.
 - 4.2 To receive income and expenditure report April - June 16 (Clerk) **Report received.**
 - 4.3 To receive and sign bank reconciliation April – June 16 **Cllr Harper to review and sign the bank reconciliations.**
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** Summary of the end of year accounts included in the annual report , delivered to every household in Wickham in the summer parish magazine.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 6.45pm