

# Wickham Parish Council

## Finance Committee

Minutes of a meeting of the above Committee held at the Wickham Recreation Ground Clubhouse on Tuesday 2<sup>nd</sup> January 2018 at 8.30pm.

**Present:** Angela Clear (Chairman), Sue Roger-Jones (Vice-Chairman), Trevor Astbury, Therese Evans, Di Frost, Justin Gamblin, Loraine Rappe.

Parish Clerk Nicki Oliver.

- 1. To receive apologies for absence** Alan Ediss.
- 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 (Chairman)

Actions:

- To consider whether 6 monthly VAT returns are required (currently annual)  
**Agreed to continue with annual returns.**
- Add audit return to website – **Website has been updated.**
- Review of internal audit report to go to Full Council – agenda item for January  
**Noted.**
- Review the Members' Code of Conduct – action for GP Committee in 2018  
**Agreed.**
- Meet the requirements of the Transparency Code – **This is ongoing, most of the requirements have been met.**
- Bank statements to be signed by councillor signing the bank reconciliations – to be actioned from December 2017 **Noted and will be actioned going forward.**
- Review of how cash balances are held, currently all with Lloyds **It was agreed to continue to hold balances at Lloyds.**
- Convert accounts to accruals accounting for 2017/18 outside support will be required **Noted, there will be an additional cost for an accountant to prepare the end of year figures.**

Other actions:

- Review decision to continue to not insure play areas for all risks **It was agreed to continue with this policy.**
- Review Clerk's salary - to be formally minuted **Clerk's salary reviewed.**
- To review hire rates for council facilities **No changes proposed for 2018/19**
- To review reserves **Reserves reviewed.**
- To note change of external audit provider **PFK has been appointed as the external auditor to local councils.**

4.2 To receive income and expenditure report April – December 2017 (Chairman)

**Received.**

4.3 To consider precept request for 2018/19 (Chairman) **Recommendation to Full Council to make a precept request of £193,696 less Council Tax Support Grant £7,778, total £185,918. Band D payment will be £109, an increase of 9%. Note the Council Tax Support Grant has been reduced by 50% by Winchester City Council for 2018/19 and there will be no grant the following year.**

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** Continue to monitor.
7. **Recent correspondence/ reports from meetings attended of relevance to this committee** None.

Meeting closed 9.10pm