

TERLING AND FAIRSTEAD PARISH COUNCIL FINANCE COMMITTEE

SUBJECT TO APPROVAL

Minutes of the Meeting of Terling and Fairstead Parish Council Finance Committee held at 7:30pm on Monday 20th June 2016 at Copse Rise, The Street, Terling

Finance Committee Present: Mr I Smith
Mrs S McNamara
Mrs S Alder

Mrs J Halfhide (Parish Clerk)

(no members of the public present)

1. ***Appointment of Chairman of Meeting*** - The Finance Committee unanimously asked Mr Smith to chair the meeting.
2. ***Apologies for Absence*** - Robin Dixon sent his apologies.
3. ***Declaration of Interests*** - to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or non Pecuniary Interests relating to items on the agenda – none declared.
4. ***Meeting Open to the Public*** - no members of the public present.
5. ***Approval of Minutes of Last Finance Committee Meeting held on 4th April 2016***
IS proposed that the minutes of the meeting held on 4th April be approved and signed as a true and accurate record. Seconded by SA. Unanimously approved.
6. ***Village Hall Deeds***
The Clerk reported that she had just received a certified copy from H M Land Registry, which she would be giving to RD to progress further.
7. ***Transparency Compliance Grant Funding***
The Clerk reported that she had received a cheque for £1190.21 from the EALC. The IT Committee should be consulted as to what equipment should now be purchased for the new Clerk to enable the Parish Council's compliance with the new Code.
8. ***Transparency Code Compliance***. The Clerk confirmed she would ensure the Council was compliant with the Code before the deadline of 1st July in respect of the financial year ending 31st March 2016.
9. ***Review of Internal Audit and Review of the Effectiveness of Internal Control***
The Finance Committee discussed the Internal Auditor's report and would continue to review the effectiveness of internal controls.
10. ***RFO to sign Accounting Statement***
IS signed Section 2 of the Annual Return for the year ended 31st March 2016 which would be presented to the full Council for its 28th June meeting.
11. ***Workplace Pension for New Clerk***
The Finance Committee would consider when to offer the new Clerk, once appointed, a workplace pension scheme.

12. *Business & Financial Risk Assessment Review*

The Clerk reported that the annual review for the Business and Financial Risk Assessment was now due. The Finance Committee would need to attend to this as soon as possible.

11. *Information / Next Agenda items*

The Clerk reported that the both the Financial Regulations and the Standing Orders would need updating to incorporate the Transparency Code regulations as soon as possible.

12. *Date of next meetings*

28th June, Parish Council Meeting – The Gallery Room at The Square and Compasses, Fuller Street

9th August, Parish Council Meeting – Terling Village Hall

Meeting closed at 8:15.