

Woodchester Parish Council

Clerk: Ann Bijkerk

'Hillside', Manor Drive, North Woodchester, Stroud, Gloucestershire, GL5 5NU

Telephone: 01453 873456

E-mail: clerk@woodchesterparish.org.uk

Website: www.woodchesterparish.org.uk

Minutes of the Finance Meeting held in the Undercroft Room of St. Mary's Church, 5th July 2018 at 6.30pm

Present: Cllrs. Baynham-Honri, Hamilton and Warnes

In attendance: The clerk

- 2018/8** **To receive apologies for absence.**
There were no apologies for absence.
- 2018/9** **To receive declarations of interest in items on the agenda.**
There were no declarations of interest in items on the agenda.
- 2018/10** **To confirm the minutes of the Finance Meeting of 4th January, 2018.**
These were confirmed and signed as a true record by Cllr. Baynham-Honri.
- 2018/11** **To review budget v expenditure for 2017/18.**
£2,000 was transferred from Parish Council reserves to the current account in March 2017 (as agreed at Full Council meeting) to pay for solicitor fees for the Bike Trails. It was agreed at the time this sum would be replaced when funds allowed.
Councillors agreed the sum of £2,000 could now be transferred from the current account back into reserves.
A couple of changes were also agreed to the format of the spreadsheet, with a balance for each income/expenditure shown with a '+' or '-', and a column added to give some explanation for entries.
- 2018/12** **To review Financial Regulations in order to put forward recommendations to the Full Council.**
These were reviewed. Councillors agreed no changes were required.
- 2018/13** **To review the effectiveness of the system of internal control and to implement improvements as necessary.**
The Parish Council comply with Financial Regulations and have systems in place for internal control.
Point 3.2 in the document refers to a three-year plan for expenditure being put in place. Councillors agreed that this is considered along with budget setting for the following year, but really only requires a more thorough plan when a specific project is being planned for.
- 2018/14** **To discuss and agree whether a Grant Awarding Policy should be retained and if so to review the current policy.**
Councillors agreed the clerk look at other examples of Grant Awarding Policies from other Councils before changes are agreed.
Councillors agreed the policy should require applicants to give more a more detailed breakdown of expenditure than is the case with the current document.

Initials.....

Once a policy is agreed, a sum of money would then be required to be earmarked from reserves at the time of setting the budget.

2018/15 To receive comments from members of the public on items discussed at this meeting.

There were no members of the public present.

The meeting closed at 6.57pm.

Signed

Date.....

Initials.....