

MILBORNE PORT PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Tuesday 21st February 2017 at 7pm at the Town Hall

Present: Mr R Lockey (Chair), Mr J Oldham, Mr M Ritchie, Mr P Lock and Mr M Lancaster

Public Question Time

1. **Apologies for Absence:** None received.
2. **Declarations of Interest:** None received.
3. **Minutes of the last Finance Committee Meeting held on Tuesday 15th November 2016** were agreed and signed as a true and accurate record of the meeting.
4. **Review of Income and Expenditure for the year 2016-17 to date:** Mr Lockey led the committee through a review of the income and expenditure and discussed the financial statements and reports which were distributed prior to the meeting. It was noted that as of the end of December 2016 current spend was within 1% of forecast which was positive, however it was noted that in some areas overspend was being counteracted by underspend in other areas which would need to be monitored. Mr Lock suggested that the financial spreadsheets should separate capital and revenue spend. Mr Oldham stated that several hundred pounds would need to be spent on the Town Hall to comply with various health and safety issues, which were not optional, as the building was a public building such as new fire doors, new security lighting and signage and more fire extinguishers. Mr Lock commented that the £8,000 budget for churchyard improvements may be less as the church appeared to have changed their mind about improving the pathways. Concern was raised about this as it had been highlighted as a health and safety issue so the Clerk was asked to contact the PCC for an update.
5. **Consider purchasing a financial accounting package:** Mr Lockey referred the committee to the results of a survey the Clerk had conducted receiving feedback from other Councils on how they managed their finances. The majority of Councils use Excel while a few others used a financial software package. The Clerk had provided prior to the meeting information and costings for a variety of possible financial packages. The pros and cons of purchasing a financial software package were discussed in detail. The idea of changing the current use of Excel was considered. It was agreed by all that whatever decision was made, the use of logical cost centres should be implemented along with a clearer structure of financial allocation. To conclude, it was agreed to contact RBS Solutions to ask if they would provide a trial use of the software and to contact Brympton Parish Council who use RBS software to ask for feedback and a presentation of the system. In the meantime, it was agreed that the Clerk, Mr Lockey and Mr Oldham would meet to review the financial structures.
6. The date of the next Finance Committee Meeting was confirmed as **Tuesday 16th May 2017**.