

MILBORNE PORT PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Tuesday 16th May 2017 at 7pm at the Town Hall

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

Also Present: Emma Curtis – Parish Clerk

Public Question Time

There were no members of the public in attendance.

Mr Lockey welcomed Mr Douglas to the Parish Council and to the Finance Committee.

1. **Election of Chairman for the year 2017/18:** Mr Oldham proposed Mr Lockey continue as Chairman for the coming year. This was seconded by Mr Lock and all voted in favour of Mr Lockey remaining as Chairman for the forthcoming year. Mr Lockey accepted this post.
2. **Apologies for Absence:** None received.
3. **Declarations of Interest:** None received.
4. **Minutes of the last Finance Committee Meeting held on Tuesday 21st February 2017** were agreed and signed as a true and accurate record of the meeting.
5. **Review Parish Council Risk Assessment (Attached):** The Risk Assessment was reviewed in detail. A few suggested amendments were raised and agreed by all committee members. The Clerk was asked to update the Risk Assessment as required. During this review a discussion ensued about allocation of Council reserves and it was agreed to discuss this at the August and November committee meetings when discussion regarding next year's budget would take place.
6. **Review of Income and Expenditure for the year 2016-17 and 2017-18 to date:** The end of year accounts for the year ending 2016/17 were discussed with Mr Lockey commenting that the Council were within 1% of profiled spend. The Clerk confirmed that the accounts were currently with the internal auditor and would come to Full Council at the June meeting. Income and expenditure for the commencement of the 2017/18 year were reviewed. No issues were raised.
7. **Consider new budgeting process and Action Plan for the year 2018-19:** The Clerk explained that she felt it would be good for the Council to change the way they produced their yearly budget by introducing a clear Action Plan. This would be aided by the new RBS Package budgeting software being installed in June. The Action Plan would allow the budget to be considered in further detail, new areas to be added and for the Council to be more transparent in their aims and objectives in the coming years. All agreed that this was a good way forward and some items were suggested which could be considered. It was agreed to discuss the 2018/19 Action Plan at the August Full Council Meeting where a brainstorming session could be undertaken. This would then be discussed in further detail at the August and November Finance Committee meetings with financial figures allocated to the plans and budget prior to being submitted to Full Council for budgetary approval.

8. The date of the next Finance Committee Meeting was confirmed as **Tuesday 15th August 2017.**

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