

MILBORNE PORT PARISH COUNCIL

Minutes of the Finance Committee Meeting held on Tuesday 14th August 2017 at 7pm at the Town Hall

Present: Mr J Oldham (Acting Chair), Mr M Lancaster, Mr M Ritchie, Mr C Laughton and Mr R Douglas

Also, Present: Emma Curtis – Clerk

Public Question Time

There was one member of the public present, no questions were asked.

As Mr Lockey was absent, it was agreed by all that Mr Oldham would be acting Chairman for the meeting.

- 1. Apologies for Absence:** Received from Mr R Lockey and Mr P Lock, holidays. Reasons for absence were approved.
- 2. Declarations of Interest:** None received
- 3. Minutes of the last Finance Committee Meeting held on Tuesday 16th May 2017** were approved and signed as a true and accurate record of the meeting.
- 4. Review Financial Regulations:** The Financial Regulations were reviewed in full. The Clerk confirmed that the regulations should be reviewed annually and suggested the text on the last page be changed to reflect this. The Clerk was asked to check a possible couple of typos, other than this it was agreed that the Financial Regulations remained relevant and unchanged.
- 5. Review of Income and Expenditure for the year 2017/18 to date:** Income and Expenditure to date was reviewed and the new RBS Solutions financial reports discussed to ascertain which reports were required at each Finance Committee Meeting and Full Parish Council Meeting. It was agreed that it would still be beneficial to receive a graph produced on Excel to show budget against spend. No areas of concern were raised regarding current financial statements. Prior to the meeting the Clerk had distributed a draft 2018/19 Action Plan to be considered at the budgeting meeting in November. This was considered and areas were highlighted where committee members could assist in gaining rough quotations to aid the budgeting process. The Clerk was requested to update the Responsibilities section on the Action Plan and distribute following the meeting.
- 6. The date of the next Finance Committee Meeting** was confirmed as **Tuesday 21st November 2017.**