

## MILBORNE PORT PARISH COUNCIL

### Minutes of the Finance Committee Meeting held on Tuesday 21<sup>st</sup> August 2018 at 7.15pm at the Town Hall

**Present:** Mr I Stewart (Chair), Mr P Lock, Mr C Laughton, Mr M Lancaster, Mr R Douglas and Mr J Oldham

**Also Present:** Emma Curtis – Parish Clerk

#### **Public Question Time:**

There were no members of the public in attendance.

1. **Apologies for Absence:** None received.
2. **Declarations of Interest:** Received from Mr Douglas, agenda item 6, *knows grant applicant*.
3. **The minutes of the last Finance Committee Meeting held on Tuesday 15<sup>th</sup> May 2018** were approved and signed as a true and accurate record of the meeting.
4. **Consider suggestions made by internal auditor in report:** The Internal Auditor report was studied thoroughly, and each recommendation was considered. It was felt by the Committee that most recommendations were reasonable and should be adopted by the Council. However, certain recommendations were considered, and it was agreed they were not entirely feasible for the Parish Council to adopt, or they should be tweaked slightly to fit with Milborne Port Parish Council. Once this was agreed Mr Laughton proposed to adopt the recommendations agreed on. This was seconded by Mr Douglas and all voted in favour of adopting the recommendations. The Clerk was requested to implement the recommendations, respond to the internal auditor and amend the Financial Regulations to reflect the changes being made.  
**Action – Clerk to implement agreed recommendations, respond to internal auditor and amend the Financial Regulations.**
5. **Review Financial Regulations:** Following the agreed changes to financial practices in adopting the recommendations in the Internal Auditors report it was agreed that the Clerk would update the Financial Regulations to reflect the changes and they would be reviewed again at the Finance Committee Meeting in November.  
**Action – Clerk to update Financial Regulations and add to November agenda**
6. **Review Finance Committee Terms of Reference:** The Terms of Reference were reviewed with no amendments suggested. The Clerk confirmed she would continue to review while updating the Financial Regulations and update if appropriate.
7. **Consider grant amount to Radio Ninesprings:** Mr Oldham proposed that a grant of £100 was gifted to Radio Ninesprings. This was seconded by Mr Laughton and all voted in favour of awarding £100. Mr Douglas abstained.  
**Action – Clerk to raise cheque for £100 at September meeting.**
8. **Review of Income and Expenditure for the year 2018-19 to date:** The Clerk reported that she had not had access to the financial software package for nearly two weeks due to a technical error and therefore was unable to provide up to date reports

for the committee. Mr Lancaster expressed his concern that it had taken RBS Solutions so long to resolve the issue and requested the Clerk take up this complaint with the company. The current expenditure was reviewed with reports dated 30<sup>th</sup> June 2018 and it was noted that the grant budget was overspent. Concerns were also raised about the cost of the Churchyard pathway's, but the Clerk confirmed that the Parish Council had received the agreed sum from the PCC. Mr Lock stated that he would still prefer more visual reporting in diagram format. It was agreed that Mr Douglas and the Clerk would meet to interrogate the system to see what visual reporting could be produced. Mr Oldham suggested that the £30,000 received from Canadian Solar was transferred to the Deposit Account. This was agreed by all.

**Action – Clerk and Mr Douglas to meet to look at reports**

9. The date of the next **Finance Committee Meeting** was confirmed as **Tuesday 20<sup>th</sup> November 2018**.

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