

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF BRENCHLEY PARISH COUNCIL
ON TUESDAY 17th April 2018 IN MATFIELD PAVILION AT 7.30pm**

Present

Councillors C. Woodley (Chairman) presided, Cllrs. R. Wickham, A. de Guingand, D. Batty, Ms. C. Brooks (Clerk).

1. To accept apologies for absence

None.

2. Approval of the minutes of the previous meeting

Minutes of the meeting of the Finance Committee held on 13 November 2017 were approved and duly signed as an accurate record by the Chairman.

3. To record declarations of interest on any item on the Agenda

Members are reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

None.

4. Financial Regulations

Cllr. de Guingand had completed a second draft and this had been previously circulated. It was agreed that the Grants and Donations Policy will be considered at a future meeting.

RESOLVED to recommend to the Parish Council that the Financial Regulations are adopted and reviewed annually.

5. Year End Reconciliation

The Clerk advised that RBS will be running the year end shut down remotely on 14th May, the Internal Audit is on 22nd May. In advance of this the Clerk had provided the following documents to the end of March 2018:

- Trial Balance
- Bank Reconciliation
- Summary of Receipts and Payments
- Detailed Receipts and Payments by Budget heading
- VAT return

The Clerk clarified that the accounts were balanced, 92.8% of the budget for 2017-18 was spent and with general reserves remaining £94,032.77. The Clerk outlined the reasons for the significant overspending of some cost centres such as the website as the costs agreed in the budget for 2018-19 had come in prior to the year end. Similarly, a number of cost centres were underspent, such as the work on dredging Matfield Pond, as the work had not been completed prior to the year end. It is intended that all items for which a budget was ascribed, or for which expenditure had been expressly agreed, would be spent by the end of the financial year. Further information will be provided at the next Finance Committee meeting after the internal audit.

The Chairman and Clerk signed the detailed receipts and payments report.

6. Bank Account

Cllr. Wickham and Cllr. Batty signed the Removal of Signatory form, removing Cllr. Mrs. Marriott as a signatory on the bank account.

7. Priorities for 2018/19

Cllr. Woodley circulated a list demonstrating how existing items in the budget for 2018-19 relate directly to the aims of the Strategic Statement. Included in the list are some items, such as Parish Enhancements, for which funding has been identified in the budget from General Reserves as well as precepted items such as GDPR compliance.

8. Date of next meeting

Dates for the Finance Committee to meet quarterly will be circulated by the Clerk.