

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 30 MARCH 2016 AT 6.45PM

### Present

Cllrs: Coates (Chairman), Jerome, Mawson and Tennant.

### Absent

None

### In Attendance

Parish Clerk – J Markham

### 1/16 Apologies for Absence

None

### 2/16 Disclosures of Interest

Pursuant to the Council's Code of Conduct, Members were invited to disclose any additional interests (not already listed in the Register of Interests), and to note in the Declarations of Interests Book any previously disclosed interests, relevant to the business of the meeting.

Relevant interests noted: None

### 3/16 Public Consultation and Question Time

No local electors were present at the meeting.

### 4/16 Terms of Reference

**Resolved to Recommend:** That the draft Terms of Reference of the Finance Committee, as revised and presented in the form attached as an Appendix to these Minutes, be approved by the Parish Council at the Annual Council Meeting 2016.

### 5/16 Financial Regulations

The Financial Regulations, adopted by the Parish Council at its meeting on 16 March 2016 (Minute 46/16 refers), together with a draft timetable setting out responsibilities for financial approvals and authorisations, were considered in detail and, after full discussion and agreement of a number of amendments, it was

**Resolved to Recommend:** That the draft schedule of responsibilities, developed to ensure compliance with Financial Regulations 2016, and setting out a timetable for the Finance Committee to exercise its responsibilities (delegated pursuant to its Terms of Reference, as recommended for approval in Minute 4/16 above) for the overall management of the Council's finances, be approved by the Parish Council at the Annual Council Meeting.

### 6/16 Audit 2015/16

The Clerk, as Responsible Financial Officer, presented the draft (unaudited) Receipts and Payments Statement in preparation for the annual audit of accounts 2015/16, and also, with the display of electronic records, presented an overview of financial and internal control procedures, and a review of the Risk Management Policy.

**Resolved:** That the initial report of the Responsible Financial Officer in preparation for the audit 2015/16 be noted.

**Further Resolved:** That assurances be provided to the Parish Council as regards the effectiveness of financial management and internal control arrangements in place during the financial year 2015/16.

**And Resolved to Recommend:** That the Maintenance and Allotments Committee be requested to carry out their annual inspection of Council-owned land and property in order to inform the Parish Council's consideration of the management of risks facing the authority.

### 7/16 Date of Next Meeting

Subject to the approval of the above recommendations, the next Meeting of the Committee would be held on a date to be agreed in September.

Meeting closed at 8.05pm.

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Chairman