

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF TAPLOW PARISH COUNCIL HELD ON 8TH MAY 2015 AT 1.30 P.M AT LISSIAM LODGE MILL LANE TAPLOW

Present

Cllr. John Bamberg (Chairman) Cllr. George Sandy

Cllr. Toby Greeves

Mrs. Hilda Holder –Clerk

The Chairman declared the meeting open at 1.35pm.

FC/09/15 Apologies for absence and declarations of interest

Apologies had been received from Cllr. Rachel Gainey-Corcoran. There were no declarations of interest.

FC/10/15 To approve minutes of the meeting held on 16th January 2015

These were approved and signed by the Chairman.

FC/11/15 Matters arising from the previous minutes

The Chairman enquired about progress on the application to the LAF for funding for the 20mph zones. The Clerk advised that it would be decided at the LAF meeting on 24th June.

FC/12/15 To review the Accounts and Annual Return for year to 31st March 2015

The Chairman presented the draft accounts to the committee and declared he was pleased with the state of the Council's finances for the year to 31st March. The Council had budgeted for a deficit but in fact a profit had been made if the expenditure of Land Securities monies was disregarded. **It was agreed** to recommend the draft Accounts and Annual Return to the Council for approval.

FC/13/15 To consider issues raised by the internal auditor

The Chairman advised that the internal auditor has stressed the importance of ensuring that any items of expenditure that were not within the budget should be recorded as such in the minutes and a statement made as to where the expenditure should be made from – that is moved from another budget or from one of the heads of reserves. The Chairman felt this would be unworkable and a lot of extra work for the Clerk who would have to monitor every bit of expenditure pound for pound. **It was agreed** to attempt to comply.

FC/14/15 To review the constitutional documents

The Clerk advised that she had reviewed the constitutional documents and was not recommending any amendments to the Risk Assessments, Standing Orders or Code of Conduct. The Asset Register would need amending slightly to include the two new lampposts for Approach Road. However she was recommending a change to the Finance Regulations in connection with emergency expenditure authority levels and contracts. A draft had been circulated and in particular she noted the problems she had in obtaining 3 quotes particularly for smaller jobs and recommending that as long as she made reasonable efforts to obtain multiple quotes that should be sufficient. **It was agreed** to recommend the revised draft to Council for approval.

FC/15/15 Any other business

15.1 The Chairman advised that he would wish to review the staff salaries at the full council meeting on 19th May. In particular he wished to recommend increases to hourly rates of pay. The Clerk was asked to ensure that this item was put on the next full council agenda as a part two item.

15.2 The Clerk was asked to prepare management accounts to 30th June in due course and circulate to committee members and to prepare the same made up to 30th September for the October meeting.

15.3 It was noted that the Close Bros account would mature in August. The Clerk was asked to contact Close Bros in July to enquire as to the effect of that especially if there was a delay in giving further instructions and whether a smaller amount could be re deposited.

FC/16/15 Date and time of next meeting and items for the next meeting

The next meeting was scheduled for Friday 9th October 2015.

The meeting closed at 2.50pm.

This concludes the Minutes