



Minutes of the meeting of Handforth Parish Council
Finance Committee held on Wednesday 31st January 2018 at
3:00pm, The Youth Centre, Old Road, Handforth.

Present: Cllr Samson
Cllr Sullivan
Cllr Smith (Chair of the Finance Committee)
Cllr Thompson (from item 18/03/7)
Cllr Tolver

Also present Mr Comiskey Dawson Parish Clerk. One member of the public.

18/03/1 To receive apologies for absence.

Apologies received from Cllr Burgess

18/03/2 To note Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary or non-pecuniary interest (DPI).

None.

18/03/3 Open Forum- Comment and questions concerning items on this agenda may be put to the Council by the public during this period. Matters which, in the Chairman's view require debate and/or a discussion will be referred to the next Committee/Council meeting, as appropriate. The Public Forum is restricted to 15 minutes, unless the Chairman allows otherwise.

None.

18/03/4 Recommendations for expenditure:
a) To retrospectively approve the following items:

None.

b) To consider any other recommendations/requests:
None.

18/03/5 To approve the Quarterly Income and Expenditure accounts for Q3 2017/18.

The clerk was asked to produce a bank reconciliation for the monthly council meetings, and also give a verbal report on any receipts received.
Cllr Sullivan proposed, seconded by Cllr Samson that the quarterly income and expenditure accounts for Q3 2017/18 be approved and signed.

Resolved: Unanimously.

18/03/6 Report from relevant councillor regarding Internal Controls for quarter 3 2017/18.

Cllr Smith reported that he had undertaken the quarter 3 2017/18 internal control audit and had sampled 50% of two months payments and 100% of the third month's payments and found everything to be correct. Cllr Smith also reconciled the petty cash and this balanced.

Cllr Samson proposed, seconded by Cllr Sullivan to accept the report from Cllr Smith.

Resolved: Unanimously.

18/03/7 To discuss and recommend to full council a change in the grant application procedure either by the use of a specific grants working group, or circulation of application papers to all councillors with queries arising passed to the clerk.

Councillors discussed the grant application procedure in great depth and resolved to recommend to full council the following change in procedure:

Upon receipt of a grant application the clerk would inspect the application and confer with the applicant to ensure that the application was correct, and that the application successfully complied with HPC's grant awards policy. The clerk will ensure that all the necessary ancillary information was submitted along with the application, including a constitution, bank statement or accounts along with any quotations for works to be provided.

The complete application will then be circulated to all councillors. Two councillors (currently Cllrs Sullivan and Tolver) along with the clerk will liaise with the applicant to discuss the grant application and ask any pertinent questions raised by councillors pertaining to the application.

The grant application will then be submitted to a meeting of the HPC finance committee, called specifically to debate the grant application and allow a representative of the applying organisation to attend to answer any further questions.

The meeting of the finance committee will then pass recommendation to the next full council meeting with respect to the award of any grant.

18/03/8 To discuss and recommend to full council an increase in the maximum allotted grant award value.

Councillors discussed the benefits and drawbacks to formally increasing the maximum grant award value and agreed the following recommendation: That the grant awarding policy be amended to reflect the fact that “HPC will consider granting a larger value than the specified £1,000.00 award in exceptional circumstances. These circumstances to be demonstrated by the applicant, to the satisfaction of the council”.

18/03/9 To review the finance committee terms of reference and recommend any changes to full council.

Cllr Smith proposed, seconded by Cllr Sullivan that this item be recommended to the full council for debate.

Motion carried: Three in favour one against and one abstention.

18/03/10 Notices and Correspondence.

None.

The meeting closed at 3:55pm.