



Minutes of the meeting of Handforth Parish Council
Finance Committee held on Wednesday 05th July 2017 at
4:00pm, The Youth Centre, Old Road, Handforth.

Present: Cllr Samson

Cllr Smith (Chair of the Finance Committee)

Cllr Sullivan

Cllr Thompson

Also present Mr Comiskey Dawson Parish Clerk. No members of the public.

17/18/1 To receive apologies for absence.

Apologies received from Cllrs Burgess & Tolver

17/18/2 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.

17/18/3 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

17/18/4 Recommendations for expenditure:

a) To retrospectively approve the following items:

None

b) To consider any other recommendations/requests:
To transfer £499.47 to the petty cash

There was a brief discussion and the committee recommended that the clerk does not let the petty cash reserve fall below £200.00 in case of any emergency.
Cllr Sullivan proposed, seconded by Cllr Samson that the petty cash be topped up by £499.47.

Resolved: Unanimously.

17/18/5 To approve the Quarterly Income and Expenditure accounts.

Cllr Samson proposed, seconded by Cllr Thompson that the 1st Quarter 17/18 income and expenditure accounts be approved.

Resolved: Unanimously.

17/18/6 Report from relevant councillor regarding Internal Controls for quarter 4 2016/17.

Cllr Thompson reported that he had checked all the invoices against order of payments, and had also counted and reconciled the petty cash and was satisfied that the accounts for quarter 4 16/17 were in order.

Cllr Samson proposed, seconded by Cllr Thompson to accept these findings.

Resolved: Unanimously.

17/18/7 Report from relevant councillor regarding Internal Controls for quarter 1 2017/18.

Cllr Samson reported that she had checked the invoices against the order of payments, and counted and reconciled the petty cash and was satisfied that the accounts for quarter 1 16/17 were in order. Cllr Samson also noted that she had taken the opportunity to examine the trial version of the new accounts package whilst undertaking the internal control audit and found that the new package was working excellently to track HPC's accounts and records.

There was a brief discussion about the possibility of setting up a new budget line for a "Hardship fund" for residents; this would be recommended to full council for discussion.

Cllr Thompson proposed, seconded by Cllr Samson to accept these findings.

Resolved: Unanimously.

17/18/8 To discuss the newly trialled accounts package and consider its implementation, annual licence cost £347.00 plus VAT.

Cllrs Samson, Smith and Thompson had all taken some time to look through the trial package with the clerk and were all pleased with the way it worked.

CLlr Sullivan proposed, seconded by Cllr Smith that the new accounts package be implemented immediately and used for the purposes of accounting for all HPC's transactions, bank reconciliations, VAT and budgetary requirements. The annual licence cost of which would be £347.00 plus VAT.

Resolved: Unanimously.

17/18/9 To authorise the clerk to purchase an audio recorder up to the value of £250.00.

It was noted that this had been a deferred agenda item previously as there had been concerns over the original cost.

Cllr Sullivan proposed, seconded by Cllr Smith to authorise the clerk to purchase an audio recorder up to the value of £250.00.

Motion carried: Three in favour and one abstention.

(Cllr Thompson abstained, although not against the idea or cost, raised concerns about recording generally.)

17/18/10 Notices and Correspondence.

None.

The meeting closed at 4:32 pm.