

Newnham Parish Council & Burial Authority

Minutes of a meeting of the Parish Council Finance and Employment Committee, held on 19th June 2017 at 7.00 p.m. in the Armoury Hall, Newnham on Severn – Page 1

Present: Chair Cllr F. Bihlmeier, Cllrs T Firman, C Kenny, J Larkham & T Weeden + The Clerk.

1. **To allow Public Consultation**
None
 2. **To Elect a Chairman**
Cllr Bihlmeier was nominated by Cllr Kenny & seconded by Cllr Weeden. There being no further nominations Cllr Bihlmeier was elected unopposed.
 3. **To Receive Apologies for Absence**
None
 4. **To Receive Declarations of Interest**
None
 5. **Adoption of Minutes of the Parish Council Employment & Finance held on 21st March 17.**
After consideration the minutes were duly adopted
 6. **To Consider Matters Arising from Previous Meeting and not on Agenda**
None
 7. **To Receive the Clerk's Report.**
Verbal by agenda item
 8. **To Consider and Approve as follows.**
Quarterly Checks of payments were completed and duly approved. It was noted that cheque number 2695 (matching the invoice) was listed on the income and expense report as 2696. The clerk committed to rechecking all cheque entries on the report to ensure accuracy.
Quarterly Checks of the Cash Book were completed and found acceptable. The clerk advised that the wording for this activity would be changed to reflect current audit practice.
 9. **To Receive and Approve any emergency payments.**
None
 10. **To Consider Financial performance**
Performance Versus Planned Budget for full year 2016/17
Was reviewed and considered broadly in line with the original budget with any over spend having been fully approved at council and vired in to the budget.
The Income / Expenditure report for the YTD
Was reviewed and found to be complete noting the error listed above.
The spend v plan report (2 + 10)
Was reviewed and agreed as being fully completed to date
 11. **To consider potential budget changes to offset the effect of the increase in grass cutting costs.**
After discussion it was agreed to remove the replacement of the clock control mechanism to offset increased grass costs. The work would only be undertaken if a full grant could be obtained. In the event of failure of the unit a cheaper replacement option (would still require manual resets) has been identified that would reduce the cost to less than £2k
 12. **To receive an update on the implementation of electronic banking**
The clerk advised that discussions with Lloyds are continuing regarding a release process for the payment schedule. Progress was however painfully slow and the bank systems do not appear to be very effective. Cllr Kenny felt that the clerk alone could release funds, which reflects the way the system is currently set. The clerk confirmed that he felt this would be contrary to LGA financial regulations but committed to checking this out. He also added that he felt public money would be best protected by having a formal release process by councillors
 13. **To receive an update from the clerk regarding 2016/17 Internal & External audits.**
With the exception of HMRC dispensation for VAT collection on parking charges all other actions were complete and closed.
 14. **To Confirm the next meeting date for the Employment and Finance Committee.**
As per agreed schedule 18th June 2017
- To be taken in committee**
15. **To complete the quarterly Clerks appraisal**
After discussion it was agreed the clerk's performance was in line with requirements

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