

Newnham Parish Council & Burial Authority

Minutes of a Parish Council Finance and Employment committee meeting held on Monday 18th March 2019 at 7.00 p.m. in the Armoury Hall, Newnham on Severn. Page 4

Present:, Chair Cllr F. Bihlmeier, Cllrs N Hughes, C. Kenny & J. Larkham

In attendance: The Clerk, there were no members of the public in attendance

1. **To allow Public Consultation**
None
2. **To Receive Apologies for Absence**
Cllr T Weeden
3. **To Receive Declarations of Interest**
None
4. **Adoption of Minutes of the Parish Council Employment & Finance held on 18th December 2018.**
The minutes of the previous meeting were duly adopted.
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
None
6. **To Receive the Clerk's Report – verbal.**
To be addressed by agenda item
7. **To Consider and Approve as follows.**
Quarterly Checks of payments
Checks were completed with no issues identified
Completeness of the Income & Expense report
The report was reviewed and considered to be in good order
Quarterly Check that monthly financial statements presented at fully council are duly signed and balances presented match the bank statements
Checks were completed and no issues identified
8. **To Consider Financial performance**
The spend v plan report (11+ 1) was reviewed and generally considered to be in line with expectations. There were no areas for concern
9. **To receive an update on year end activity and the internal audit planned for the 29th April**
The clerk advised that the internal audit was due on the 29th April and that preparation of the required documentation was on going. External audit paperwork is expected before the end of March. He also advised that the internal auditor would also be evaluating GDPR implementation for the first time
10. **To Confirm the next meeting date for the Employment and Finance Committee.**
As per agreed schedule 17th June 2019

There being no further business the meeting closed at 7.35 p.m.

Signed.....

Date.....