



MINUTES of Plaistow and Ifold Parish Council Finance Committee Meeting held on **Monday 9th February 2015** in Kelsey Hall, Ifold.

Present: Phil Colmer (Chairman); David Lugton; Sara Burrell; Stuart East; Beverley Weddell (Clerk)

Apologies: Apologies had been received from Francoise Lillywhite and David Ribbens. The resignation of Mr Ribbens from the Financial Committee was noted.

F/15/001	Declarations of Members' Interests	ACTION
	There were no declarations of pecuniary interest relating to agenda items.	
F/15/002	Minutes	
	The minutes of the meeting held on the 9 th December 2014 were approved as a correct record of the meeting.	
F/15/003	Financial Report	
	The payment schedule, as circulated, is appended to these minutes. Mr Lugton reported the balance in hand as £64748.63. There was projected to be a budget deficit at year end, however, some of this may be offset by a contribution by Kirdford Parish Council towards recent legal fees in relation to Crouchland Biogas.	
	Mr Lugton advised that the VAT Reclaim is up to date.	
	It was agreed that future Bank Reconciliations would be signed at Full Council meetings.	Mr Lugton/Clerk
	It was agreed that the Committee would make a recommendation to Full Council to write off a cheque for £57 payable to Staples, which had remained uncashed for over two years.	Mr Lugton/Clerk
F/15/004	Process for the Annual Return	
	The Chairman, Mr Lugton and the Clerk had a meeting scheduled with Paul Allerton on 14 April to finalise the accounts, after which the Clerk will complete the annual return and submit to the Internal Auditor. It was agreed that the Committee would recommend at the next Full Council meeting the appointment of Peter Frost as Internal Auditor, being the auditor the Clerk uses for her other parish councils. The completed Annual Return would be submitted to Full Council for approval at the May meeting.	Mr Colmer/Mr Lugton/Clerk
F/15/005	Handover of Responsibility for the accounts to the Clerk	
	It was agreed that the Clerk would take over responsibility for the accounts from the start of the new financial year on 1 st April. It was agreed that the Clerk would use RBS Software, which she already uses for other parish councils.	Clerk

The Chairman underlined the importance of ensuring that a clear documented audit trail between the closing balance sheet of the existing 'excel' based system and the opening balance sheet of the RBS system was recorded. This would negate the need for a parallel run on both systems, as previously suggested, to be operated.

F/15/006

Bank Signatory Forms

Mr Lugton would take the necessary forms into NatWest Petworth branch to have Mr Colmer and the Clerk added as signatories and for Mr Kirby to be removed. Mr Colmer would visit the bank to carry out the required identity checks. The next stage will be for the Correspondence Address to be changed to the Clerk's address.

Mr Lugton

F/15/007

Financial Regulations

After discussion, it was agreed that Mr Colmer would make recommendations for adapting the New Model Financial Regulations for adoption by the Full Council in May. The Clerk would send Mr Colmer a copy of the previous Model Financial Regulations for comparison.

Mr Colmer
Clerk

F/14/104

Next meeting

The next meeting of the Finance Committee would be held on 27th April 2015 at 7.30pm in Kelsey Hall.

There being no further business, the meeting ended at 20:45.

Payment Schedule 2012 to 2013 chedule 2014-15

Date	Cheque No	Payee	Classification
1 Apr 2014	002160	Plaistow and kirdford School	Donation
22/04/2014	002161	Wickstead Leisure Ltd	Repairs play equipment
	002162	Linda Brecke	Accounting work
07/05/2014	002163	Winterton Hall	Plaistow Tea Club ha
	002164	Winterton hall	Hall Hire
	002165	WSCC	Clerks Salary
	002166	Irwin Associates	Web Site Mnce
	002167	Sussex land Services	Grass Cutting
15/05/2014	002168	Kelsey hall	Ifold Tea Club
	002169	Kelsey hall	Hall Hire
	002170	Aon Insurance ltd	Annual Insurance
16/06/2014	002171	Glasshouse	Workshop/Report
16/06/2014	002172	SALC	Subscription SALC/N
12/07/2014	002173	Wallis White	Internal Audit Fee
	002174	SLCC	Clerk Recruitment Fe
	002175	Sussex land Services	Grass Cutting April-J
12 Jul 2014	002176	Chichester District Council	Litter Bin Emptying Gift P Allerton for Acc
12 Jul 2014	002177	F Lillywhite	help
#####	002178	Sussex land Services	Grass Cutting
#####	002179	Dolby Data Documentation	Clerical Support
#####	002180	Sussex land Services	Grass Cutting
#####	002181	PKF Littlejohn	External Audit
9 Oct 2014	002182	Principal	Photocopier Contract
24 Oct 2014	002183	Temple Group Ltd	Planning Advice Crou
24 Oct 2014	002184	KirdfordPCC	Churchyard mnce
24 Oct 2014	002185	Sussex land Services	Grass Cutting Contribution to comm
6 Nov 2014	002186	Sallie Baker	event
6 Nov 2014	002187	Plaistow Youth Club	hall Hire
2 Dec 2014	002188	B Weddell.	Fees plus expenses f
2 Dec 2014	002189	Sussex land Services	Grass Cutting
2 Dec 2014	002190	Hedleys	Legal Fees re Photoc
#####	002191	WSCC	Payroll admin
#####	002192	WSCC	Clerks Salary Nov/De
#####	002193	Newbridge Nurseries	Xmas Trees
12 Jan 2015	002194	Winterton Hall	Grant
12 Jan 2015	002195	Kelsey hall	Grant
12 Jan 2015	002196	Plaistow pre school	Grant
12 Jan 2015	002197	Little Acorns	Grant
12 Jan 2015	002198	Community Minibus Asscn	Grant
12 Jan 2015	002199	Billingshurst Community Transport	Grant
12 Jan 2015	002200	Plaistow Youth Club	Grant
12 Jan 2015	002201	Kirdford Mothers and Toddlers	Grant
12 Jan 2015	002202	1st ifold Scouts	Grant

12 Jan 2015	002203	Friends St Richards	S137
12 Jan 2015	002204	Friends Royal Surrey	S137
12 Jan 2015	002205	Air Ambulance	S137
12 Jan 2015	002206	North Singers	Grant
21 Jan 2015	002207	Sue Kemp	Ex Gratia for assistan
28Jan 2015	002208	Kirdford PCC	Repairs to church clo
28 Jan 2015	002209	WSCC	Clerks Salary
9 Feb 2015	002210	Birketts	Crouchlands Advice
#####	002211	Playsafety	ROSPA Inspection