



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.

| | | ACTION |
|-----------------|--|--|
| F/15/001 | Declarations of Members' Interests 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. 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 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 |