

Whiteley Parish Council

Finance Committee

Minutes of a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 19th May at 8.57pm.

Parish Council Committee members present: Colin Bielckus (Chairman), Lydia Newman (Vice-Chairman), Mike Evans, Brian Hughes, David Jenkins, Brenda Hatch.

Parish Councillors: Roland Diffey, Kairen Goves, Al Menzies and Pat Thew; one member of the public, Parish Clerk Nicki Oliver

1. **To elect a Chairman for the ensuing year** Colin Bielckus elected.
2. **To elect a Vice-Chairman for the ensuing year** Lydia Newman elected.
3. **To receive apologies for absence** Vivian Achwal.
4. **To receive declarations of interest regarding agenda items** None.
5. **To adjourn meeting to allow participation by members of the public** Not required.
6. **Meeting resumed to consider the following agenda items:**

- 6.1 To review income and expenditure April 09-March 10 **Noted.**
- 6.2 To approve 2009/10 Receipts and Payments account for internal audit **Approved.**
- 6.3 To approve 2009/10 Supporting Statement **Approved.**
- 6.4 To review Asset Register **Noted.**
- 6.5 To review Internal Controls and Risk Assessment 2009/10 prior to production of an Action Plan for inclusion with end of year accounts referred to SD&P Committee **Noted, some minor additions to be made.**
- 6.6 To review audit tests carried out for 2008/9 and agree scope of internal audit work required for 2009/10 **Tests agreed to be as last year.**
- 6.7 To receive Chair's briefing on continued membership of Local Govt pension and any risks for the Parish Council. **Refer to next meeting.**

It was agreed to refer the following agenda items to the next meeting:

7. **To identify any unmanaged risks within this committee's remit**
 - 7.1 Committee Terms of Reference to be reviewed.
8. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available**
9. **Recent correspondence / reports from meetings of relevance to this committee**

Meeting closed 9.20pm

Agenda item 6.6

INTERNAL AUDIT TESTS 2008-9

Precept agreed
Precept properly set and minuted
Interest Gross and correct
Variable income tested
Salary correct and approved
Members allowances correctly administered
Payments correct amount
Payments VAT correctly recorded
Payments minuted
Voucher or invoice supports payment
Cheque stub initialed or return cheque
Petty Cash documented properly
Risk Assessment and Insurance
Cash book up to date
Cash book arithmetic
Cash book balanced
Standing Orders and Financial regulations
RFO appointed
S137 within limits
S137 separately recorded
VAT reclaimed properly
Inland Revenue notified of employees
Petty Cash procedures
Clerk's expenses reasonable
Fixed Assets agreed
Bank reconciled
Accounts reviewed
Stocks
Debtors
Creditors
Loan Balances and Repayments
Council's role as Trustee

Other issues as listed below

None