

# Whiteley Parish Council

## Finance Committee

Minutes of a meeting of the above Committee held at Meadowside Leisure Centre, Whiteley on Wednesday 18<sup>th</sup> May 2011 at 7.20pm.

**Parish Council Committee members present:** Colin Bielckus (Chairman), Mike Evans, Brenda Hatch, David Jenkins, Pat Wright.

Parish Councillors Roland Diffey and Pat Thew and, two members 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** Lydia Sullivan 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**
6. **Meeting resumed to consider the following agenda items:**

6.1 To review Asset Register **Asset register reviewed with no amendments.**

6.2 To review Internal Controls and Risk Assessment 2009/10 prior to production of an Action Plan for inclusion with end of year accounts **Reviewed with some amendments to be made.**

6.3 To review audit tests carried out for 2009/10 and agree scope of internal audit work required for 2010/11 **Agreed that scope of audit should be as 2009/10.**

6.4 To review Committee Terms of Reference **It was agreed to amend item 3 as follows: All *formal* correspondence *shall* be conducted through the Clerk of the Parish Council wherever possible.**

7. **To identify any unmanaged risks within this committee's remit** None.
8. **Review effectiveness of communication, development of links with other community organisations and support for local democracy through making information more widely available** Continue to monitor.
9. **Recent correspondence / reports from meetings of relevance to this committee** The internal audit will be carried out on 6<sup>th</sup> June.

Meeting closed 7.44pm

## **Finance Committee terms of Reference recommended to Full Council for adoption 6<sup>th</sup> June 2011**

1. The Finance Committee is constituted as a Standing Committee of the Parish Council. Its composition shall be four Councillors as voting members, with three members constituting a quorum.
2. The Chairman-and Vice-Chairman to be elected annually by the Committee.
3. All formal correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
4. Minutes of all meetings are to be kept by the Committee and normally forwarded to the Parish Clerk for circulation at full Parish Council meetings.
5. The Committee will consider all aspects of the Council's finances, including grants and setting of precept operating under the terms of the Councils Standing Order's and Financial Regulations.
6. The Committee will meet as workload requires but shall meet at least annually, (not later than November), to consider the following years precept, recommendations shall be presented to full Council for approval not later than the January full Parish Council meeting each year
7. The Parish Clerk will submit appropriate figures to Winchester City Council by the due date.
8. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five hundred pounds) without formal Parish Council approval provided that this amount has been provided for in the annual precept.
9. In exceptional circumstances the Committee may have delegated powers from Council to commit Council funds.

*\* Please note the Chairman of the full council is an exofficio member of all committees and entitled to vote.*