



Minutes of Finance Committee Meeting held on
Thursday 1st December 2016 at 6.30pm
at Sopley Parish Hall, Priest's Lane, Sopley.

In Attendance: Cllr Shutler, Cllr Dunn, Cllr Pope, Cllr Hill, Cllr Liberty-Spark, Cllr Rawstron and Clerk Katie Hughes.

The Council reviewed and acknowledged the findings and recommendations contained in the Auditors report into the Parish Council Accounts & Records for the financial year 2015-2016.

At this point Cllr Pope stated he was unhappy to just approve without seeing documentation. The Clerk gave the Council Members the internal auditor's report from Eleanor Greene from Do The Numbers and also the final agreed external Auditors report. (BDO)

The Council then approved the Audited accounts for Sopley Parish Council Financial year 2015-2016. This will be also included in the Full Council Meeting to follow this one.

The Clerk was asked by Cllr Pope to include the comments received from the external auditors – BDO. The comparative figures disclosed in Section 2 of the Annual Return have been input in error but does not affect the balance carried forward into the current year. The recommendation was that the smaller authority should ensure in future that no minor input errors occur. **The Clerk ensured this would happen and also stated that Council Accounts are available at any time of year for Parishioner's/Council Members to view and are also available in the Financial documentation held on the website to adhere to the Transparency Code.**

The Council Members then reviewed the Council's Standing Orders, Financial Regulations and associated protocols including the Financial Risk Assessment, Fidelity Guarantees and Bank Transfer Authority.

The Council Members then reviewed the Parish Council's Financial position at the 2016-2017 half-year point and reviewed and agreed draft budget proposals for the 2016-2017 financial year. These will all be available on the website.

The Council then discussed the precept level and it was agreed to increase by £500 to allow for extra precept level for 2016-2017 – **This will be approved at the next full meeting of Sopley Parish Council. To follow this meeting.**

The next Sopley Parish Council Full Meeting is to commence at 7.30pm on

1st December 2016.