



**AGENDA FOR THE NEXT FINANCE MEETING OF
SOPLEY PARISH COUNCIL TO BE HELD ON**

**Thursday, 22nd June 2017 AT 7.00pm.
IN SOPLEY PARISH HALL, PRIEST'S LANE, SOPLEY.**

1. APOLOGIES FOR ABSENCE, CONFIRMATION THAT MEETING IS QUORATE & DECLARATIONS OF INTEREST IN RESPECT OF AGENDA ITEMS.
2. Review of Internal Audit.

Subject: Review of matters arising from Internal Audit for 31 March 2017 Please find below the list of matters arising following my visit today. Overall I found the records of the council to be in very good order and that the visit went well.

Wages rate It is good practice to minute on an annual basis the amount and terms of employment of the clerk (also raised last year) This should be done at the start of budget setting each year.

Budget The full council did not clearly minute approval of the budget and the precept figure and the budget was not included as a page of the signed minutes. This should be done from now on. (also raised last two years)

Bank accounts The council holds several large bank accounts, one of which has not been used for two years. These accounts should be amalgamated and the funds put into interest bearing accounts. Investments and reserves should be reviewed this summer. (raised last three years)

Grants The council proposed making grants to individuals during the year. This is not permitted. The "allotment" fund is still Parish money and covered by Parish rather than Charity legislation. The council may wish to review its grant making policy and publicise the form so that charities and organisations which benefit young local people can apply.

Members interests It is good practice to have a link from the Parish website to that of the District. A website link should be set up to NFDC Transparency code SPC is a "gap" council, but good practice would suggest complying where possible. The asset register and annual returns should be uploaded to the website.

Date of next Full Sopley Parish Council Meeting
is 20th July 2017 at 7.30pm in the Parish Hall.