

Minutes of the Finance Meeting of Sopley Parish Council held on 1st July 2015 at 7.00pm

IN SOPLEY PARISH HALL, PRIEST'S LANE, SOPLEY.

The Clerk confirmed that the meeting was Quorate and there were no declarations of interest in respect of the items contained in the Agenda.

In attendance were; Chairman Shutler, Cllr Dun, Cllr Rawstron, Cllr Smedley, Cllr Hill and Parish Clerk Mrs Katie Hughes and no Parishioners.

There were no apologies given.

1. Review of the Internal Audit.

The Clerk Mrs Katie Hughes reported the following items after the Internal Audit which took place on 10th June 2015 with Eleanor Greene of Do the Numbers.

The Councillors present reviewed the matters arising from Internal Audit for 31 March 2015. Please find below the list of matters arising following Eleanor's visit yesterday. The clerk reported that the Auditor found the records of the council to be in very good order and that the visit went well

The clerk reported that following the report that the council needs to ensure that all grants are made on the basis of a clear application process, evidence of need and of benefit to the parish. The council should use a standard grant form and supporting documents.

Auto Enrolment THE council had not received its staging date letter. THE council needs to ensure that it is in compliance with the pending changes. Appropriate advice should be sought and the staging date identified. The clerk has already found out the Staging date to be November 2016.

Transparency code the council's website contains much of the required information, but needs to include the standard documents. Fin Rags, Stand Ord, Risk Ass, Asset Reg,

Budget, Annual return, need to go on the web site Budget The 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. The clerk reported that in fact the budget was approved at the earlier Finance Meeting held before the Council Meeting.

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. (Raised last year) Investments and reserves should be reviewed this summer. The Council still want the accounts held separately ready for donations toward the Parish Hall funds.

The reserves of the council are extremely high – more than three times good practice - without clear projects with defined timescales to justify such. The council should bring forward planned projects for the benefit of electors. It was discussed that they would be funding the Parish Hall project and also the Vatcher's Common development.

- 2. All comments and recommendations were approved by Council at this meeting regarding the Audit for the finance year ending March 2015. . **The Accounting statements were approved by Council at this point.****

The meeting closed at 7.30pm.

Date of next Sopley Parish Council Meeting is 16th July 2015.