

Minutes of the Finance Meeting of Sopley Parish Council held on 18th June
2014 at 7.30pm
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 Eccles, Cllr Smedley and Parish Clerk Mrs Katie Hughes and no Parishioners.

There were no apologies given.

Review of the Internal Audit.

The Clerk Mrs Katie Hughes reported the following items after the Internal Audit which took place on 5th June 2014 with Eleanor Greene of Do The Numbers.

1. The Clerk stated that the VAT reclaim had not been completed but after the meeting with Eleanor Greene the Clerk will now be able to complete this submission.
2. The Clerk stated that all Minutes need to be signed on each page by the Sopley Parish Council Chairman also the Financial Reports submitted by the Clerk need to be signed also.
3. Again it was reiterated that cheque signatories need to initial each cheque stub once the cheque has been signed.
4. The Clerk stated all Councillors need to complete a new Members Interest form and give to her.
5. After this Financial Meeting the Annual Return will be sent to the external Auditors BDO. Once approved by the Council at this meeting.
6. The Internal Auditor mentioned that the bank accounts could be all amalgamated, she queried why they were kept separately for accounting purposes. This was discussed and it was decided that the Council were happy with the Accounts being kept separately so each section can see what exactly is going on in each individual account. It was decided to keep as is.
7. The Internal Auditor also raised the point that the SPC are holding a lot of funds at the present time and above the normal 2.5 times the amount of the precept. It was discussed and agreed that this will be addressed at the meeting in July with the full Council. The following suggestions were mentioned regarding funding: - Parish Hall Car Park, Snooker room, Kitchen, and front of Parish Hall access.
8. The Auditor also suggest that online banking would be a great way of moving forward with the Accounting for the Council. Mrs Hughes suggested that at each meeting a sheet of payments due would be presented to Cllr Shutler and once approved all payments (where practicable) will be made online. The Clerk told the Council that she already set up everything ready to go. It was decided that this was a great way of paying people more efficiently and also saves the worry re signatories and cheque stubs.

Before the meeting was closed Cllr Eccles requested that it be minute the gratitude and thanks from himself and SPC to the Clerk Mrs Katie Hughes for the Audit, Accounts and that a good amount of money had been saved in the last year.

Date of next Full Sopley Parish Council Meeting is 17th July 2014.