



Holmes Chapel Parish Council

Clerk of the Council: Nicola L Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk
01477 533934

Assistant: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk
01477 533934

1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

FINANCE COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE -

You are summoned to attend a meeting of the Finance Committee on **Thursday 14 July 2016** at 1 Church Walk, Holmes Chapel commencing at 7.00 p.m.

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

AGENDA:

1. **Apologies** – To approve any apologies for absence
2. **Declarations of interest – To receive Declarations of any**
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011**
3. **Public Forum** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the meeting.
4. **Minutes** - to approve the minutes of the Committee meeting held on 9 April 2016.
5. **Matters arising** – To receive verbal reports on any matters arising from the above minutes.
6. **Financial reports / update – Financial report / update** – To approve the 1st quarter and receive the following reports:
 - Responsible Finance officer - see appendix 1 and attached scans
 - Finance member - verbal report to be given at the meeting
 - Cash flow forecast - to follow.
7. **S.137 grants** - to consider the following applications for grants (see attached forms)
 - Viking Explorer Scout Unit £200
 - Holmes Chapel Singers £200
 - Holmes Chapel Pre-school £200

8. Internal auditor - to consider the use of an alternative internal auditor for 2016 /17. No response has been received from JDH to the letter sent following this year's audit response. Quotes were sought from five companies. Details to follow.

9. Financial Regulations - to recommend the amended financial regulations to Full Council for adoption. See attached.

10. Asset Register - to approve the amended Asset Register for 2016-17. See attached document.

11. Risk Assessment - to review the Risk Assessment and recommend its approval by Full Council. See attached document

12. Review of Financial Calendar: To receive a report on action taken by the Clerk to deal with items listed in the Financial Calendar. A copy of the Financial Calendar is set out in the appendix 2.

13 Future agenda items - to identify future agenda items.

14. Chairman's and Clerk's reports – To receive reports

Nicola Clarke
Clerk of the Council
8 July 2016

Appendix 1

Holmes Chapel Parish Council

Clerk's Report to Finance Committee – 14 July 2016

Agenda item 5 – Financial report / update:

Accounts have been prepared to the 1st quarter of the financial year. They have balanced and the Bank accounts have been reconciled. Points to consider include:

- Most spending is in line with their budget headings exceptions are:
 - office consumables over budget
 - printers and photocopier over budget due to NP costs - we can look to allocate some to the NP budget
 - software support over budget due to additional work and training to transfer the accounts package to Income and Expenditure
 - boundary signs overspend by £570 on purchase and installation will cost a further £1,578
- PCSO contract has still not been clarified despite several emails to the police
- Asbestos removal at HCCC and phase 4 work is expected to be over budget. Further information will be brought to the council. The second PWL has been approved but not claimed. The first payment might be delayed into the next financial year if the invoice for the phase 4 work is not paid until late autumn.
- A bond has not been applied for due to the uncertainty with finances at the HCCC. However, it is pleasing to note that £66.16 interest has been received on the deposit account of the Unity Bank for the 1st quarter.
- VAT has been claimed for the 1st quarter of £1874.75

External Audit - Audit papers are still with the External Auditor. Additional information has been requested and sent.

Agenda item 5 - Financial calendar – see the calendar at the end of the agenda

- Bank statements have been received each month in the quarter;
- Accounts have been reconciled each month;
- All PAYE and NI formalities were completed and the payment for the first quarter has been made;
- Office rent for the first quarter has been paid;
- salaries will be reviewed at the next meeting when details of the pay award have been received by NALC, presumably 1% as reported in the summer budget.

Action required: to receive the report and to approve the accounts for signature by the RFO

Nicola Clarke
Clerk of the Council
14 July 2016

Appendix 2

Financial calendar

<p>April Receive bank statements Bank rec Report to committee Precept – first instalment Complete year end accounts and year end review VAT</p>	<p>October Receive bank statements Bank rec Report to committee Second quarter review (budget and bank rec)</p>
<p>May Receive bank statements Bank rec Report to committee Accounts ready for internal audit File employers annual return Review insurance generally</p>	<p>November Receive bank statements Bank rec Report to committee Call to members for budget items Budget meetings Review PWL and HCCC finances VAT</p>
<p>June Receive bank statements Bank rec Report to committee Accounts ready for external audit Renew insurance Grants / Donations – s. 137 payments PAYE Rent</p>	<p>December Receive bank statements Bank rec Report to committee Budget preparation PAYE Rent</p>
<p>July Receive bank statements Bank rec Report to committee First quarter review (budget and bank rec)</p>	<p>January Receive bank statements Bank rec Report to committee Third quarter review (budget and bank rec) Finalise budget / precept requirement Review fidelity cover VAT</p>

<p>August Receive bank statements Bank rec Report to committee VAT</p>	<p>February Receive bank statements Bank rec Report to committee Review assets register Review risk assessment</p>
<p>September Receive bank statements Bank rec Report to committee Precept – second instalment PAYE Rent</p>	<p>March Receive bank statements Bank rec Report to committee Annual report – financial part PAYE Rent Salary review / minute</p>