



**FINANCE COMMITTEE**  
**Minutes of meeting on 14 July 2016**  
**At 1 Church Walk, Holmes Chapel**



<b>1. Attendance</b>	Cllr D Savage Cllr B Bath Cllr J Clowes Cllr M Blomeley	Mrs NL Clarke – Clerk
<b>2. Apologies</b>	<b>RESOLVED (f16/17/01)</b> to receive apologies from Cllr R Parry	
<b>3. Declarations of Interest</b>	D Savage – Holmes Chapel Singers N Clarke - McEllinKelly accountants - as a friend of one of the owners	
<b>4. Public Forum</b>	None	
<b>5. Minutes</b>	<b>RESOLVED (f16/17/02)</b> to approve the minutes of the Committee/Full Council meeting held on 14 April 2016	
<b>6. Matters arising</b>	The BDO have requested further information on the external audit. This has been sent by the Clerk.	
<b>7. Financial reports</b>	The committee received reports from the Finance Member and the RFO on the 1st quarter accounts and cash flow report. <b>RESOLVED (f16/17/03)</b> <ul style="list-style-type: none"> <li>• to approve the accounts for the 1st quarter</li> <li>• that the clerk includes estimated spend on each code for the remainder of the financial year in the next report</li> <li>• that further work is undertaken on the cash flow forecast to bring to the next meeting.</li> </ul>	
<b>8. s.137 Donations</b>	The committee <b>RESOLVED (f16/17/04)</b> to advise full council that, under delegated powers, payments of donations have been made to: <b>Viking Explorer Scout Unit</b> - to purchase a camping fridge- £200 <b>Holmes Chapel Pre-school</b> - to provide financial assistance with decorating - £200 <b>Holmes Chapel Singers</b> - to assist the set up of a youth choir	
<b>9. Internal audit</b>	The committee considered alternative companies to conduct the internal audit for 2016/17. Quotes were sought from five companies, four replied but only two took time to discuss requirements with the Clerk. <b>RESOLVED (f16/17/05)</b> to ask for references from Bennett Brooks and to consider further at the next Finance Committee meeting.	

<b>10. Financial Regulations</b>	The committee reviewed the Financial Regulations and <b>RESOLVED (f16/17/06)</b> to approve the document.
<b>11. Asset Register</b>	The committee reviewed the Asset Register and noted the changes. <b>RESOLVED (f16/17/07)</b> to approve the document
<b>12. Risk Assessment</b>	The committee reviewed the Risk Assessment and agreed small amendments. <b>RESOLVED (f16/17/08)</b> to approve the document.
<b>13. Review of Financial calendar</b>	The committee confirmed all items on the calendar have been dealt with.
<b>14. Chairman's and Clerk's Reports.</b>	The chairman reminded members of the Public Consultation on Friday 22 July 2016 on a proposed development on Manor Lane.
<b>The Meeting closed at 8.35 p.m.</b>	

These minutes will be submitted for approval at the next meeting scheduled for 27 October 2016. Until approved they are draft minutes.

Signed as Chairman of the Committee as a true and accurate record:

.....Date.....

Printed on : 06/07/2016

Holmes Chapel Parish Council 16/17

At : 12:43

Balance Sheet as at

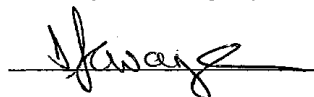
31st March 2015

30th June 2016

31st March 2015		30th June 2016	
<b>Current Assets</b>			
132	Debtors	0	
9,639	VAT control	1,875	
865	Prepayments	0	
2,864	Current A/c - 00491993	5,747	
104,457	Business Saver - 30492078	134,523	
14,571	Coop - 65527366	14,571	
<b>132,528</b>			<b>156,717</b>
<b>Total Assets</b>			
<b>132,528</b>			<b>156,717</b>
<b>Current Liabilities</b>			
26,935	Creditors	0	
<b>26,935</b>			<b>0</b>
<b>Total Assets Less Current Liabilities</b>			
<b>105,593</b>			<b>156,717</b>
<b>Represented By</b>			
105,593	General Reserves		131,717
0	Earmarked Reserves		25,000
<b>105,593</b>			<b>156,717</b>

The above statement represents fairly the financial position of the authority as at and reflects its income and Expenditure during the year.

Signed :  
Chairman



Date : 6/8/2016

Signed :  
Responsible  
Financial  
Officer



Date : 4/8/2016

**Holmes Chapel Parish Council 16/17**

**Income and Expenditure Account for Year Ended 30th June 2016**

31st March 2015		30th June 2016
	<b>Operating Income</b>	
148,587	Council Income	95,123
1,640	Grants & Donations	0
855,483	Capital Projects	0
0	Neighbourhood Plan Project	3,200
<u>1,005,710</u>	<b>Total Income</b>	<u>98,323</u>
	<b>Running Costs</b>	
29,291	Employees	9,251
6,402	Premises	976
2,828	Office Services	989
1,065	Communications	895
1,077	Members	8
10,371	Professional Services	-810
11,800	PCSO	0
1,380	Subscriptions	1,563
2,600	Grants & Donations	750
10,825	Village Services	0
2,901	Village Maintenance	281
897,713	Capital Projects	30
297	Dane Meadow Project	0
53,605	HC Community Centre Project	29,112
493	Neighbourhood Plan Project	583
0	Boundary Signs Project	3,570
357	Village Volunteers	0
<u>1,032,805</u>	<b>Total Expenditure</b>	<u>47,200</u>
	<b>General Fund Analysis</b>	
132,688	Opening Balance	105,593
1,005,710	Plus : Income for Year	98,323
<u>1,138,398</u>		<u>203,916</u>
1,032,805	Less : Expenditure for Year	47,200
105,593		<u>156,717</u>
0	Transfers TO / FROM Reserves	25,000
<u>105,593</u>	<b>Closing Balance</b>	<u>131,717</u>

*AS*