

Ditchling Parish Council

Minutes of the Finance Committee Meeting held in the Lower Hall, Ditchling Village Hall on Monday 7 November 2016 at 6.30pm

Present: Cllrs.McBeth (Chairman), Robinson, Jones, Smith, Madden (Mr) and the Clerk, Mrs M. Warner.

Public Participation: None

1. Declarations of Interest: None
2. Apologies for absence None
3. Precept and budget 2017/18 to consider the Parish Council's budget for 2017/18 and to **recommend** a Budget and Precept for that year. The draft budget was considered and a further £2,500 was allocated to maintenance of the football pitch to bring this cost centre in line with quotations received. It was agreed to recommend that the precept be increased by 1.74%, Resulting in an increase from £81,935 to £83,364 for the financial year 2017/18.
4. Review of Financial Regulations New NALC model Financial Regulations have been available from January 2016. It was agreed to **recommend** that these Financial Regulations were adopted. It was noted that the clerk could authorize expenditure up to £500.
5. Annual Review of Effectiveness of Internal Audit It was **agreed** that the internal auditor would provide a letter of engagement and a more comprehensive audit report in future.
6. Risk assessment Review of Risk Assessment in relation to Finance, Governance, Systems and Administration. It was **agreed** that the Chairman of the Council was responsible for physical assets and that the vice chairman would automatically be the financial controller. It was noted that older documents in the Parish Office would be lost if there was a fire or flood, and ideally these should be scanned.
7. Internet banking to consider moving to a bacs payment system. It was **agreed** to recommend that the council should use online banking and a bacs payment system. It was **agreed** to recommend that Clerk should have a Parish Council debit card.
8. VAT to ensure that the Parish Council fall within the parameters where VAT is recoverable. It was **agreed** to recommend that the Parish Council becomes VAT registered, in order that it can reclaim vat on all purchases. It was agreed that the cost would not be passed to sports clubs, who would be given a discount.

The meeting closed at 7.30pm.

Chairman

28 November 2016