

MEMBERSHIP:

Cllr S. Boulton (ex-officio)
Cllr T. Hing
Cllr A. Doherty
Cllr R. Harrison
Cllr M. Dudley (ex-officio)
Cllr J. Sanford
Cllr C. Foxall

065 17/18

**MINUTES OF THE FINANCE COMMITTEE MEETING
HELD ON TUESDAY 3rd October 2017**

Present: Cllr Doherty Cllr Boulton
Cllr Harrison Cllr Foxall
Cllr Hing

In attendance: Vanessa Lawrence, Roz Capps (Clerks)

- F034 17/18 Apologies for absence**
Apologies were received from Cllr Dudley and Sanford
- F035 17/18 Declarations of Interest in Items on the Agenda**
None received
- F036 17/18 To approve the Minutes of the Finance meeting held on 5th September 2017**
It was **RESOLVED** to approve the Minutes of the Finance meeting held on the 5th September as a true and accurate record of the proceedings.
Proposed Cllr Hing, seconded Cllr Boulton – all in favour.
- F037 17/18 Clerk's and Chairman's Report**
The Clerk reported that our current insurers had advised that they would no longer be covering town and parish councils as of next year.
- F038 17/18 To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit**
N/A
- F039 17/18 To agree to reconvene the meeting following Public Participation (if applicable).**
N/A
- F040 17/18 To receive half year figures.**
It was noted that some of the income figures could cause confusion as the "percentage of annual total" value may not make sense in all cases. The Clerk was asked to date any annotations each time an annotation is added.

ACTION: Clerk to amend document. Cllr Doherty to look at amendments and budgeting guidance.

- F041 17/18 To consider all issues relating to budget and precept setting process for 2018/19**
Cllr Doherty reported that he is waiting for draft figures from CDC for the 2018/19 Precept. Following discussion, a proforma document would be prepared and circulated to each Committee for budget requirements. Bids made and sent to Finance Committee who would make recommendation to Full Council for approval. It was agreed that Committees should prepare their budget requests at their October meetings for presentation to Finance Committee meeting in November.

ACTION: Committees to prepare budget requests

- F042 17/8 To consider financing requirements for FTC projects for 2018/19**
It was agreed that this item had already been covered in item F041 above.

ACTION: Cllr Doherty to draft scheme of Delegation

F043 17/18 To review budget at half year and to consider and agree any changes.
Following discussion, it was agreed that changes are not applicable and that the budget was on track.

F044 17/18 To receive External Auditors Report for Audit 2016/17.
The External Auditors report had been circulated prior to the meeting. Cllrs noted the comments. Cllr Foxall expressed his wish that the Internal auditor could be better utilised to help improve our systems. This to be investigated further.

ACTION: Cllr Doherty to evaluate the potential of the audit process to be used for improving financial controls and effectiveness.

F045 17/18 Other matters the Chair considers urgent
None

There being no further business the meeting closed at 7.50pm.

.....Chairman

.....2017