



## ARDINGLY PARISH COUNCIL

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### Minutes of the Ardingly Parish Council Finance Committee Meeting held on Thursday, 25<sup>th</sup> May 2017 at 7.30 pm at Hapstead Hall, Ardingly

**Present:** Mr. W. Meldrum (Chair)  
 Mr. K. Monk (KM)  
 Mrs. R. Chalk (RC)  
 Mr. M. Brixey (MB)

**In Attendance:** Mrs. S. Sparkes - RFO  
 Mrs. S. Mamoany – Clerk

<b>132.</b>	<b>To accept apologies for absence</b> Apologies received from Derek Stutchbury.	
<b>133.</b>	<b>To confirm and sign the minutes of meetings held on the 4<sup>th</sup> May 2017</b> The minutes of the meeting held on the 4 <sup>th</sup> May 2017 were AGREED and signed by the Chair as a true and accurate record.	
<b>134.</b>	<b>Matters arising from previous minutes</b> Further to item 121 relating to the bank reconciliation, the figure of £1870.92 from previous years accounts was currently unaccounted for and still needs to be resolved. WM advised he would look at this matter.  Insurance cover had been confirmed on the SIDs and computer equipment up to £5,000 covering the RFO/Clerk laptops.  Internal audit has been moved to 9 <sup>th</sup> June at 10am. Clerk and RFO will attend.  Financial regulations still need to be reviewed by the Clerk.	WM      Clerk/RFO  Clerk
<b>135.</b>	<b>External Auditors Intermediate Level Procedure request</b> The Clerk reported that she had been looking at the information required by the external auditor and noted the items relating to the ‘except for’ matters on the 2015/16 external auditors report had not been resolved. Unfortunately, the previous RFO had not gone back to the external auditor with any explanation and these errors	

	<p>had not been looked into further due to staff changes and lack of hand over information.</p> <p>The issues with the minute references had been resolved and were confirmed as being carried out in the correct order at the meeting and had been confirmed to the external auditor. The 'except for' matters had been reported to the Parish Council at the meeting held on the 1<sup>st</sup> November 2016 and referred back to the Finance Committee.</p> <p>The following items still need to be resolved:</p> <p>Bank reconciliation does not support the figures in Section 2, as it does not add up and £4 petty cash has not been correctly accounted for.</p> <p>A revised cash book calculation is required that shows the movement from last year's box 8 (£142,310) to this year's box 8 (£152,293)</p> <p>The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 3 of Section 2. This is in relation to grants. A full explanation is required with written and numerical values that reconcile to as close to the actual variance of £9,662 as possible.</p> <p>These issues were discussed by the Finance Committee and it was agreed that between the Chairman, RFO and Clerk they would look to resolve them prior to the internal audit.</p> <p>The figures from the annual return ended 31 March 2016 have been used by Rialtas as a starting point for the year ending 31 March 2017, so it is possible the above issues could cause problems to the current year accounts.</p>	WM/RFO/Clerk
136.	<p><b>To review draft 2016/17 end of year accounts</b></p> <p>The RFO had circulated the draft accounts to all Committee members in advance of the meeting. These were discussed and some queries noted regarding the allotment income and public works loan in relation to the Hapstead Hall loan account. The RFO was requested to check these and report back to the Committee by email.</p> <p>There was a query raised over the balance brought forward from last year's accounts on the new accounts software, which would need to be checked by the RFO as well.</p> <p>Due to the above the Finance Committee were unable to sign off the draft accounts at the meeting.</p> <p>It was noted that Rialtas might charge further in relation to year end support.</p>	RFO  RFO
137.	<p><b>Information for Councillors (for noting or inclusion on future agenda)</b></p> <p>It was noted that the HSCB Money Market account needed new signatories as 3 of the 4 signatories were no longer members of the Council. The RFO had completed the necessary paperwork in relation to signatories. WM is the only signatory still on the Council and was asked to visit the bank and request a current statement.</p>	WM/RFO
138.	<p><b>Date of next meeting</b></p> <p>To be confirmed</p>	

The meeting closed at 8.35 pm.