



## ARDINGLY PARISH COUNCIL

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### Minutes of the Ardingly Parish Council Finance Committee Meeting held on Thursday, 4<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. D. Stutchbury (DS)  
 Mr. M. Brixey (MB)

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

<b>117.</b>	<b>To accept apologies for absence</b> No apologies.	
<b>118.</b>	<b>To confirm and sign the minutes of meetings held on the 15<sup>th</sup> November 2016</b> The minutes of the meeting held on the 15 <sup>th</sup> November 2016 were AGREED and signed by the Chair as a true and accurate record.	
<b>119.</b>	<b>Matters arising from previous minutes</b>  It was noted that the RFO's additional hours were discussed at the last meeting. The RFO confirmed that she had worked an additional 30 hours to input the information onto the new software system and proposed the Council pay 50% of these hours. The Committee <b>resolved</b> that the full 30 hours should be paid as this is work that had to be done. This will be put forward to the Parish Council at the June meeting. It was noted that when SS took over the role, the handover had been very limited.  The RFO advised the Village Voice invoices would be sorted once the end of year had been dealt with.  The Hapstead Hall payment was settled.  Three Year Plan – no further progress as yet by WM and Stuart Noel. The Clerk had provided samples of other Councils.  The Pension Pooling agreement was signed and sent to WSCC as resolved by the Parish	Clerk  RFO  WM/Stuart Noel

	<p>Council.</p> <p>A cheque had been raised for Will Meldrum (Village Club) relating to the sponsorship received for the Summer Fayre for the sum of £301.92 as detailed in previous minutes.</p>	
<b>120.</b>	<p><b>Review Income and Expenditure against 2016/17 budget</b></p> <p>These figures were not currently available due to the figures being inputted still into the new software.</p>	
<b>121.</b>	<p><b>Bank Reconciliations</b></p> <p>The bank reconciliation had been completed to December 2016 and the RFO was working on the last quarter. This had been signed off by the Finance Chair and the figures were available at the meeting to view by other members.</p> <p>The figure of £1870.92 from previous years accounts was currently unaccounted for and could require an adjustment to the accounts. It was noted that Rialtus had to input the starting figures on the software and had made some errors already so could be an inputting error. The Clerk noted a figure discrepancy on one of the reports and the RFO will look into this.</p> <p>If an adjustment is required, this will have to be discussed with the auditor regarding the process.</p>	RFO
<b>122.</b>	<p><b>Update on new Accounting Software</b></p> <p>The RFO reported that the information was still being inputted. It was noted that the system cannot delete errors, but they have to be journaled out, which is a good procedure to have in place. The RFO showed some example reports to the Committee.</p>	
<b>123.</b>	<p><b>End of Year Accounts 2016/17</b></p> <p>These were not yet available due to the additional work involved in inputting the figures for this year onto the new software. It was noted that they will need to be ready for the Parish Council meeting, to be held on the 6th June. Following this, the internal audit will be completed and it will be necessary to call an extraordinary meeting to sign off the End of Year Return Statement, as the internal auditor has to complete this prior to it being signed off by the Parish Council.</p> <p>Timings will be as follows:  Finance Meeting – 25<sup>th</sup> May – to approve draft accounts in preparation for the Parish Council Meeting  Parish Council Meeting – 6<sup>th</sup> June – to approve final accounts as recommended by the Finance Committee.  Internal Audit – 8<sup>th</sup> June  Extraordinary Meeting of the Parish Council – to sign off the End of Year Return Statement which needs to be returned to the External Auditor by the 26<sup>th</sup> June. Three clear days-notice will be required to be given for the date to be agreed.</p> <p>It was noted that the RFO has agreed a 'mark on' (extension) to the original date from the External Auditor to the 26<sup>th</sup> June. The Council has also been advised they have been selected within the 5% sample for intermediate level review procedures which requires additional information to be provided to the External Auditor. The Internal Auditor is aware of this information.</p>	
<b>124.</b>	<p><b>Review of Earmarked Reserves</b></p> <p>It was resolved that the Finance Committee would recommend to the Council that the following was transferred from General Reserves to the named Earmarked Reserves.</p> <p>Multicourt Reserves - £10,000  Playground Reserves - £10,000  Pavilion Refurbishment Reserves - £10,000  Hapstead Hall Reserves – £10,000</p>	

	This will be put forward to the Parish Council for approval.	Clerk
<b>125.</b>	<b>Internal Auditors Reports</b> The RFO reported that an appointment had been made for the 6 <sup>th</sup> June at 10am and the Clerk will also attend. Unfortunately, this was the only appointment available.	Clerk/RFO
<b>126.</b>	<b>Review of Financial Regulations</b> The Clerk provided a hard copy of the Financial Regulations to all present and advised they should be familiar with this document. The Regulations do need to be reviewed and the Clerk will look into doing this with a marked-up document.	Clerk
<b>127.</b>	<b>Review of Risk Management Policy</b> The Clerk had reviewed the previous risk management document and put together a new policy which is an overall risk management policy. This was distributed to all Finance Committee members for review. It was <b>resolved</b> by the Committee to put forward this policy to the Parish Council for approval.	Clerk
<b>128.</b>	<b>Review of Fixed Assets</b> The Committee were not aware of any amendments/changes required.	
<b>129.</b>	<b>Review of Insurance Policy</b> The policy was reviewed last year and is on a 3 year fixed term which will expire on the 31 <sup>st</sup> May 2019. It was noted to check the insurance policy with regard to the new laptop purchased for the RFO this year. The two new SID units have been added at no extra charge this year, but around £25 for 2017/18.	Clerk
<b>130.</b>	<b>Information for Councillors (for noting or inclusion on future agenda)</b> It was requested that the RFO sends copy invoices for Recreation Maintenance works to Derek Stutchbury so he can check the works are being completed as per the invoices.	RFO
<b>131.</b>	<b>Date of next meeting</b> 25 <sup>th</sup> May 2017	

The meeting closed at 8.27 pm.