

# Sonning Common Parish Council

Minutes of the FINANCE COMMITTEE Meeting held in the Parish Office, Sonning  
Common on 6 July 2011 commencing at 7.30pm.

Chairman: Miss J Hunt

- F12/34 Apologies for absence: Mrs Phillips-Tilbury  
F12/35 Declarations of Interest: None  
F12/36 Public Question Time: No members of the public present.  
F12/37 Reconciliation of accounts as at 30 June 2011: These were presented and approved.  
F12/38 Accounts for payment: The following accounts for payment were reviewed and payments authorised:

Docket	Cheque No	Payee	Amount
201112-022	2923	Higgs Group	£211.20
201112-023	2924	mh-p Ltd Website work	£36.00
201112-024	2925	Grundon (Waste Wheeler)	£71.48
201112-025	2926	Arrow Accounting	£495.36
201112-026	2927	Office Depot	£207.70
201112-027	2928	OALC Training	£360.00
201112-028	2929	A Parisi Cleaning	£468.00
201112-029	2930	D Pawley Clockmaker	£204.00
201112-030	2931	St John Ambulance	£50.00
201112-031	2932	J Kinghorn	£113.75
201112-032	2933	P Collings	£1,081.03
201112-033	2934	HMRC Tax + NIC	£375.38
201112-034	2935	Petty cash	£70.00
201112-035	2936	PC - Archer Signs	£29.40
		Total payments	£3,773.30

The Clerk advised that Mr Parisi will be away on holiday for three weeks from 28 July and that he had identified a student who will stand in so that the Village can be kept tidy. The Committee approved the proposal and agreed that said student should be paid through PAYE. The Clerk was also asked to review Mr Parisi's hours and terms to ensure that all he is being paid fairly and according to his agreement.

- F12/39 Donations: A donation of £50 to St John Ambulance was confirmed as part of F12/38.  
F12/40 VAT: The Committee noted that VAT Registration has now been cancelled and the Clerk will reclaim input VAT from HMRC.  
F12/41 Bank Mandate updating: The Bank mandate was amended to give effect to Parish Council Minute 12/40 and to include Mr Stoves as an authorised signatory. Clerk to advise when implemented.  
F12/42 Financial Information Review: The Committee agreed that the Members Information Pack presented by the Clerk should be used as standard henceforth. It consists of:  
Current Account Bank Reconciliation Statement  
Cash Book 1 – Current A/C  
Detailed Receipts & Payments Committee Report  
Petty Cash Account Reconciliation Statement  
Cash Book 3– Petty Cash A/C

F12/43 Matters for future consideration: As the Parish Council meeting on 18 July is the last until September, the Committee asked the Clerk to put on the Agenda for that meeting a proposed revision to the Financial Regulations on to bring authorisation and tendering limits in line with the views of the Internal Auditor. No other matters.

**Date of next Meeting:** Wednesday 3 August 2011

Chairman..... Dated.....