

Sonning Common Parish Council

Minutes of the meeting of the FINANCE COMMITTEE held in the Parish Office on 7th March 2012 at 19.45.

Present: Miss Hunt (Chairman), Mr Jones, Mr Kedge, Mr Greenwood, Mr Stoves and Mr P Hood, Internal Auditor.

- F12/111 Apologies for absence: Mrs Phillips-Tilbury - in hospital.
- F12/112 Declarations of Interest: None.
- F12/113 Public Question Time: No members of the public present.
- F12/114 Reconciliation of Accounts as at 29 February 2012: Presented and approved.
- F12/115 Review of Financial Information as at 29 February 2012: Presented, discussed and approved.
- F12/116 Accounts to be presented for payment. The following accounts for payment were individually reviewed and their payment was then authorised:

FEBRUARY DOCKETS LIST			
Docket	Cheque No	Payee	Amount
201112-164	3064	Office Depot	63.37
201112-165	3065	Peppard Building Supplies	126.36
201112-166	3066	BDOR	2,180.64
201112-167	3067	Bowak Ltd	64.86
201112-168	3068	Grundon (Waste Wheeler)	86.84
201112-169	3069	SODC Dog bins	121.99
201112-170	3070	Present Lines Spreader	269.00
201112-171	3071	Henley Glazing	318.00
201112-172	3072	Greenbarnes Noticeboards	6,975.86
201112-173	3073	A Tanner Ltd	238.60
201112-174	3074	J W Wardle	46.80
201112-175	3075	mhp Ltd	72.00
201112-176	3076	Signs Express	385.27
201112-177	3077	OALC	708.13
201112-178	3078	Healthmatic	93.60
201112-179	3079	Cartridge Save	24.54
201112-180	3080	Influential Computers	12.00
201112-181	3081	SODC Election Expense	1,239.81
201112-182	3082	ParishOnline Mapping	72.00
201112-183	3083	Homestart Donation	100.00
201112-184	3084	SODC Planning	45.00
201112-185	3085	Petty Cash	60.00
201112-186	3086	J Stoves Travel	19.83
201112-187	3087	Assistant Salary	126.00
201112-188	3088	Street cleaner wages	489.60
201112-189	3089	Clerk Salary	1,536.03
201112-190	3090	HMRC	693.25
201112-191	3091	RBSS Software	96.00
Total payments			£ 16,265.38

- F12/117 **Audit and Control matters:** The Internal Auditor, Mr Phil Hood, having successfully carried out the bulk of the audit earlier in the day gave advice to the committee about the role of internal audit as a means of ensuring and maintaining good practice. He answered several questions about the appropriateness of levels of authority for the RFO which it was agreed should be pursued. He advised that once he had received some specified documents post the actual year end he would be in a position to complete and sign off the audit documentation.
- F12/118 **Requests for Donations:** None.
- F12/119 **Matters for future consideration:** Review by full Council of Financial Regulations and relevant Standing Orders as advised by Mr Hood.

The meeting closed at 21.20.

Date of next Meeting: Wednesday 4 April 2012 at 19.30

Chairman Dated