

# Sonning Common Parish Council

Minutes of the meeting of the FINANCE COMMITTEE held in the Parish Office on 8<sup>th</sup> February 2012 commencing at 7.30pm.

Present: Miss Hunt (Chairman), Mr Jones, Mr Kedge, Mr Greenwood, Mrs Phillips-Tilbury.

- F12/100 Apologies for absence: Mr Stoves, unwell.
- F12/101 Declarations of Interest: None.
- F12/102 Public Question Time: No members of the public present.
- F12/103 Reconciliation of Accounts as at 31 January 2012: Presented and approved.
- F12/104 Review of Financial Information: Presented, discussed and approved.
- F12/105 Changes to Bank Mandate: It was resolved to amend the Bank Mandate to replace Mr Rooke with Mrs Phillips-Tilbury as an authorised signatory. RFO to action.
- F12/106 Accounts presented for payment: The following accounts for payment were individually reviewed and their payment was then authorised:

<b>JANUARY DOCKETS LIST</b>			
Docket	Cheque No	Payee	Amount
201112-148	3048	Petty Cash (January omission)	60.00
201112-149	3049	Chiltern Edge School	122.40
201112-150	3050	Insight International	25.07
201112-151	3051	Office Depot	190.96
201112-152	3052	Henley Glazing & Windows	1,590.00
201112-153	3053	Bowak Ltd	15.78
201112-154	3054	mhp Ltd	36.00
201112-155	3055	Thompson Leatherdale	50.00
201112-156	3056	Spruce Maintenance	230.00
201112-157	3057	Henley & District CAB	100.00
201112-158	3058	Grundon (Waste Wheeler)	86.84
201112-159	3059	Petty Cash	60.00
201112-160	3060	Street cleaner wages	489.60
201112-161	3061	Assistant Salary	231.75
201112-162	3062	Clerk Salary	1,191.82
201112-163	3063	HMRC	547.88
<b>Total payments</b>			<b>£ 5,028.10</b>

- F12/107 Requests for Donations: Requests from Home Start and St Michael's RC Church were considered. It was resolved to make a donation of £100.00 to Home Start to support their work in the village. After some discussion, the committee did not feel that the Parish Council could justify contributing to the works at the Church.
- F12/108 OALC Finance Course on 31 January: In Mr Stoves' absence, the RFO advised the committee of a number of issues arising from attending the course. As these centred around risks to the ongoing management of the council, a wide ranging discussion of those risks ensued. It was then resolved to keep all the matters raised under ongoing formal review with the following agreed as priority actions:
  - F12/108.1 That the previously agreed appointment of a suitable person able to deputise for the Parish Clerk/RFO should be expedited at the next full council meeting.
  - F12/108.2 That the appointee should be tasked first to produce such documentation as would be needed to enable the reins to be taken up by another person should the Parish Clerk/RFO be unexpectedly unavailable at any time.
  - F12/108.3 That the Internal Auditor be invited to attend the next meeting to give his views on where controls and authorities could or should be further improved in future.
  - F12/108.4 That members of the committee will spend time with the RFO to observe the accounting system in use.
- F12/109 Year End preparation: It was resolved to approve the RFO attending a half day course on this subject at the RBSS offices in Swindon. Course fee is £80.00.
- F12/110 Matters for future consideration: Financial controls and authorisation levels.

The meeting closed at 20.30.

Date of next Meeting: Wednesday 7 March 2012 at 19.30

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