

# Sonning Common Parish Council

Minutes of the meeting of the FINANCE COMMITTEE held in the Parish Office on 4 April 2012 commencing at 7.30pm.

Present: Miss Hunt (Chairman), Mr Kedge, Mrs Phillips-Tilbury and Mr Stoves

F13/001 Apologies for absence: Mr Jones and Mr Greenwood

F13/002 Declarations of Interest: None

F13/003 Public Question Time: No members of the public present.

F13/004 Reconciliation of Year End Accounts as at 31 March 2012: Presented and approved.

F13/005 Review of Year End Financial Information as at 31 March 2012: Presented, discussed and approved.

F13/006 Accounts to be presented for payment. The following accounts for payment were individually reviewed and their payment was then authorised. The Finance Committee having previously asked for the inclusion of codes to indicate the authority for each item of expenditure. The RFO presented this month's list with suggested codes as expanded to the right. This notation was accepted by the Committee and will be used henceforth.

MARCH DOCKETS LIST						
Docket	Cheque No	Payee	Amount	Auth	Codes	
201213-001	3093	SVHMC	682.50	CT	Contract	
201213-002	3094	Grundon	70.84	CT	Contract	
201213-003	3095	Influential Computers	72.00	RFO	RFO	
201213-004	3096	mhp Internet Ltd	1,008.00	CT	Contract	
201213-005	3097	C&D Security	106.20	PC	Parish Clerk	
201213-006	3098	R Smith	930.00	12/127	Minute	
201213-007	3099	Ian Keen Ltd	780.00	PC	Parish Clerk	
201213-008	3100	Grabloader Ltd	312.00	AM	Allotments Mgr	
201213-009	3101	Arrow Accounting	450.30	12/109	Minute	
201213-010	3102	RBSS Software	118.80	CT	Contract	
201213-011	3103	BD Willis	45.00	AM	Allotments Mgr	
201213-012	3104	TPR Berks Ltd	307.20	NP	Neighbourhood Planning	
201213-013	3105	Petty Cash	50.00	RFO	RFO	
201213-014	3106	Street cleaner wages	511.20	CT	Contract	
201213-015	3107	Assistant Salary	101.97	12/175	Minute	
201213-016	3108	Clerk Salary	965.47	CT	Contract	
201213-017	3109	HMRC	461.36	RFO	RFO	
<b>Total payments</b>			<b>£6,972.84</b>			

F13/007 Requests for Donations: None approved.

F13/008 Year End preparation: The RFO advised members of key dates for External Audit and other statutory reporting. No problems foreseen.

F13/009 Matters for future consideration: Mr Kedge proposed that the Council should consider acquiring and presenting an engraved cup to the Chiltern Edge Horticultural Society for their use as an annual award as they see fit. It was agreed to put this to the next Council meeting on 16 April.

The meeting closed at 20.15.

**Date of next Meeting:** Wednesday 9 May 2012 at 19.30

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