

FARNHAM ROYAL PARISH COUNCIL

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MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 22 OCTOBER 2018 AT 6.00PM IN FARNHAM COMMON VILLAGE HALL

Present

Mr. Bob Milne (Chairman)
Mr. Paul Rowley
Mrs. Marilyn Rolfe
Mrs. Judith Hall – Clerk

1 Apologies for absence

Mr. John Hodges.

2 To appoint a Chairman

The Clerk was asked to conduct the nomination of a new Chairman. Mr. Milne was nominated by Mr. Rowley and seconded by Mrs. Rolfe. Upon a unanimous vote Mr. Milne was duly elected as Chairman.

3 To approve minutes of the meeting held on 5 June 2018

The minutes were **confirmed** as a true and accurate record and the minutes were then signed by the Chairman.

4 Matters arising from previous minutes

The Chairman advised that following the internal audit, which picked up on three issues, the external audit had now been concluded and the report made reference to the internal auditor's comments. The Chairman asked the Clerk whether the external auditor would have been given a copy of the minutes of the last Finance Committee meeting at which the issues were discussed. The Clerk did not know as this was before she became Clerk. The Chairman suggested that the Clerk review the issues and, where appropriate, come up with some suggested changes to the way tasks are carried out to address the issues. A response could then be prepared for display on the Parish Council website with the Annual Return containing the comments. **This was agreed.**

The Clerk asked whether the committee had any suggestions for an internal auditor for next year as Mr. Hodges had mentioned that it would be a good idea to appoint a different firm next year. Mrs. Rolfe suggested The Fish Partnership in Loudwater (Paul Laird).

5 To review the quarterly management information to 30 September 2018

The Chairman advised that he had asked the clerk to revise the annual forecast for the year based on identified additional expenditure such as increased clerk and LAF project costs. This revised forecast would then be discussed at the committee meeting on 26 November 2018.

6 To review the 2018/19 precept and its impact on the Open Spaces budget

The Chairman reminded those present that the precept was increased by £10,000 from £138,000 to £148,000. The rationale for the increase was to protect the services provided under the devolved services contract in the event that the funding provided by BCC was not forthcoming for the year and to improve services where resident complaints had been received. The Chairman advised however that according to the accounts, the £10,000 increase had not been allocated to the Open Spaces budget rather increasing the bottom line profit. Mrs. Rolfe noted that the funding was also received from BCC. As above, the Chairman asked the Clerk to revise the annual forecast for discussion at the Committee meeting on 26 November 2018.

7 To consider ring fencing reserves and forecasting

The Chairman suggested that it was necessary to identify what amount should be allocated to contingency and what amount should be allocated to projects. The Committee will review this further when it meets again on 26 November 2018 but it was noted that the following allocations had already been made:

Farnham Park Action Group - £3,114.09

Community Orchard - £1,828.24 (as at 16 May 2018)

The current projects identified as needing funding are the Kingsway Green redesign and the Neighbourhood Plan.

8 To consider eye test reimbursement for Clerk

It was agreed that the Clerk should be reimbursed for the cost of her eye test under Health and Safety (Display Screen Equipment) Regulations.

9 Any other business

There was none.

10 Date and time of next meeting

The meeting closed at 7.10pm. The next meeting will be on 26 November 2018 at 6.00pm at Farnham Royal Village Hall.

Signed as a true record of the meeting:-

..... Chairman