

# FARNHAM ROYAL PARISH COUNCIL

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## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON TUESDAY 16 APRIL 2019 AT 10.00AM IN THE FARNHAM ROYAL PARISH COUNCIL OFFICE, SHERRIFF HOUSE, THE BROADWAY, FARNHAM COMMON, SL2 3QH

### Present

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

### 1 Apologies for absence

Mr. John Hodges.

### 2 To approve minutes of the meeting held on 21 January 2019

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

### 3 Matters arising from previous minutes (not covered elsewhere on the agenda)

The Clerk fed back on a previous action regarding the basis of the calculation of the Clerk's pension contributions following comments made by the previous internal auditor. The committee was advised that the deduction of £503 per month from the basic pay was to allow for earnings below the qualifying amount as The Peoples Pension use qualifying earnings to calculate the contribution due.

### 4 To review the 2018/19 management accounts

The committee reviewed the annual management accounts and recommended that these be circulated to all councillors. The difference between the revised forecast deficit of £58,010 and the deficit of £40,228 showing on the management accounts was discussed and it was noted that the majority of the difference was explained by the outstanding 2018/19 LAF Invoices which totaled £13,673 and if this figure were added to the deficit as per the management accounts this would increase the deficit to £53,901. It was further noted that the remaining difference had been caused by small movements on a number of items of expenditure.

### 5 To consider recommending appointment of a new internal auditor

The Clerk advised that the previous chairman had suggested appointing a new internal auditor and following recommendations from Mrs. Rolfe she had contacted Halyna Pudney and The Fish Partnership. The Clerk advised that during emails and telephone conversations it became apparent that the Fish Partnership had extensive experience in auditing parish councils. The committee agreed to recommend The Fish Partnership's appointment as internal auditor.

### 6 To review grant to The Farnhams Magazine

Mr. Rowley reminded the committee of the terms of the agreement with The Farnhams Magazine which provided for £4,000 in 2018/19, £2,000 in 2019/20 and £0 in 2020/21 as the Parish Council agreed that it could not and would not want to fund the magazine's deficit going forward. It was acknowledged that once no grant was being awarded to the magazine, the Parish Council would need to pay for space taken (where relevant). Mrs. Rolfe expressed her unhappiness that certain individuals received stipends/annual general expenses, which totaled £1,953 in 2018 particularly when it was stated publicly that those involved with the magazine were volunteers. Mrs. Rolfe also asked whether the church was providing funding to assist the magazine and Mr. Milne commented that if the magazine was in deficit then the church should have been paying something to help. Mr. Rowley agreed to discuss this with Mr. Houdret in order to ascertain whether the church contributes now or has contributed in the past to assist with the deficit and to express the committee's disappointment that stipends are paid given those involved are volunteers.

**7 Any other business**

None

**8 Date and time of next meeting**

The meeting closed at 11.13am. The next meeting is scheduled for 17 June 2019 at 6.00pm at Farnham Common Village Hall.

Signed as a true record of the meeting:-

..... Chairman