

SWINESHEAD PARISH COUNCIL

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MINUTES OF THE MEETING FINANCE COMMITTEE OF SWINESHEAD PARISH COUNCIL HELD ON 19th November 2017

Present: C Mrs Debbie Hutson, C Karen Cartwright, C Roy Hilton, C Mike Brookes, C Alan Hughes Osborne,

Also Present: None

Public Forum: None

Chairman's Remarks: None

1. Apologies for absence and reasons given

None – all Councillors present.

2. To receive any declarations of interest in accordance with the 2000 Local Government Act

None

3. Notes of the meetings held on 19th October 2016 to be confirmed and signed as minutes.

It was resolved to accept the minutes and they were duly signed by the Chairman,

4. To review the fixed asset register

The fixed asset register was reviewed and agreed, It was resolved that the Clerk would identify where seats and grit bins were located to identify which belong to and are the responsibility of the Parish Council.

5. To start the process of undertaking a financial risk analysis and reviewing the Council's Insurance arrangements to ensure that property and identified risks are adequately insured.

A risk review had been started previously and it was resolved that this would be used as the basis and reviewed prior to the next meeting.

6. Review the Audit report to ensure implementation of any recommendations.

The Audit report was reviewed at a previous full Parish Meeting. Changes for the Audit have come into force for this financial year and information is now being received. The will report back at the next Finance Meeting.

7. To review Financial Regulations and Standing Orders of the Parish Council and the Terms of Reference of the Finance Committee.

New model Standing orders were received today from LALC and it was resolved that the Clerk would look through these to highlight any possible changes needed to be made prior to the next Finance Meeting.

8. To start the budget planning process.

The clerk produced a proposed budget based on the previous year and each item was reviewed and where necessary amended.

9. To discuss the tendering process for grass cutting in the village.

It was resolved that as part of tender process, tenderer's must send in permits and insurance as part of their tender to remove the need to chase at a later date. The Borough council and others that have contacted the clerk will be invited to tender.

It was resolved to move to a close session

10. To discuss the Clerk's 3 month review and pay review.