

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON 30 MAY 2018 IN SHAVINGTON YOUTH CENTRE

PRESENT: Councillor B Gibbs Chairman

Councillor W Cooper
Councillor G McIntyre
Councillor W McIntyre

APOLOGIES: Councillor K Gibbs

1 ELECTION OF CHAIRMAN

RESOLVED: That in accordance with the Terms of Reference for the Committee, Councillor B Gibbs, as Chairman of the Parish Council be elected Chairman of this Committee.

2 DECLARATIONS OF INTEREST

Members were invited to make any declarations of interest.

There were no declarations of interest.

3 MINUTE OF THE MEETING HELD ON 31 OCTOBER 2017

RESOLVED: That the Minutes of the Meeting held on 31 October 2017 be approved as a correct record.

4 INTERNAL AUDIT OF ACCOUNTS 2017-2018

4.1 JDH Business Services Ltd had audited the accounts for 2017-2018 and its report was submitted. The auditor had made the following observations/recommendations:

- The risk assessment had not been carried out during 2017-2018.
The Clerk had acknowledged this to the auditor and had included the risk assessment schedule on the agenda for the Annual Meeting on 2 May 2018.
- Reserves in excess of 100%: The Council needed to identify, formally, earmarked reserves in the minutes and the year-end accounts.
- The auditor had noted that there was no fixed asset register to support the previous asset values and that the Council was unlikely to secure a copy of the previous asset register.
The Assets Working Group was planning to meet during July 2018 to discuss this.
- General Data Protection Regulation (GDPR). The auditor asked the Council to consider the impact of GDPR.
This was being addressed by the Communications Committee, and at the Council meeting on 6 June, a draft Data Protection Policy, and other associated documentation, would be submitted for adoption.

4.2 Annual Governance and Accountability Return (AGAR)

A copy of the AGAR was submitted. This represented the accounts for 2017-2018 and needed to be approved by the Parish Council.

The order in which the sections were to be approved was specific.

Section 1 (Annual Governance Statement) must be authorised first and the minutes recording the decision must clearly show the order in which the sections were approved.

The period during which electors may inspect accounting records was 11 June - 13 July 2018. A notice to this effect would be added to the website and published in the notice-boards.

The unaudited AGAR must be published on the website prior to the start of the inspection period.

4.3 Detailed Receipts and Payments – 2017-2018

Members of the Committee received the following documents which supported the figures in the AGAR.

➤ **Parish Council account –**

- (a) Schedule of Expenditure
- (b) Schedule of Receipts

➤ **Village Hall account –**

- (c) Schedule of Expenditure
- (d) Schedule of Receipts

➤ **Receipts and Payments summary**

- (e) Parish Council account
- (f) Village Hall account

RESOLVED: That the Parish Council be recommended to approve the accounts for 2017-2018.

5 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

In accordance with the Accounts and Audit (Amendment) (England) Regulations 2006, the Parish Council is required to carry out a review of the effectiveness of internal audit of the Council's accounting, financial and other operations. The Regulations also required that the review of the effectiveness of the system of internal audit preceded the annual governance review.

RESOLVED: That the Committee record its satisfaction that there was a sound system of internal control, including the preparation of the accounting statements, for the year 2017-2018.

6 GENERAL DATA PROTECTION REGULATION (GDPR)

The GDPR required that local councils needed to ensure security of data, and this would apply to parish councillors' email addresses. At present, each councillor used their own personal e-mail address; however, to comply with GDPR, each parish councillor would be required to have their own dedicated Parish Council e-mail address.

The Finance Committee was asked to consider recommending to the Parish Council that dedicated (public) e-mail addresses be set up for each parish councillor. The cost was estimated to be approximately £60 per month for all 12 councillors.

RESOLVED: That the Parish Council be recommended to approve the setting up of dedicated public e-mail addresses for each parish councillor.

7 DATE OF NEXT MEETING

Wednesday, 24 October 2018 – 7.30 pm.

The meeting commenced at 7.40 pm and concluded at 8.10 pm