

Minutes
Burton-in-Lonsdale Parish Council
Finance Committee Meeting
7.30pm Thursday 18th May 2017
Sports Pavilion, Bentham Moor Road, Burton in Lonsdale

Present: Cllrs Thompson (Chairman), Handley and Mason.

In attendance: The Clerk

Apologies: None

1 Code of Conduct and Disclosable Pecuniary Interests

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items

None were declared.

2 Annual Accounts for the year ended 31st March 2017

a) Review of accounts for the year to 31.3.17; any amendments: audit and Annual Return procedures

Copies of the annual receipts and payments accounts to 31st March 2017 were circulated prior to the meeting. The Clerk explained the accounts were sent for internal audit prior to year end and have been updated to include additional payments and receipts and year end bank statements information. The internal auditor reported a satisfactory audit, and reminded the council of the ongoing duty to review risks regularly.

b) For consideration at full council

- Annual Governance Review of internal controls and their effectiveness (section 1)

All items in the Annual Governance Statement were examined and agreed.

- Annual Governance Statement

Resolved

To recommend to full council the agreed Annual Governance Statement be passed

- Accounting Statements year ended 31st March 2017: consideration and approval

Following the small amendments to the annual accounts in (a) above, it was

Resolved

Section 2 Accounting Statements for 2016/17 should be amended in boxes 6, 7 and 8 to agree with the revised annual receipts and payments accounts.

To amend the asset valuations to include further work to the Sports Pavilion during 2016/17.

- Annual Return Signing of Accounting Statements

Resolved

To recommend to full council to authorise the Chairman and Responsible Financial Officer (the Clerk) to sign the Accounting Statements (Section 2).

- Public Rights: inspection Monday 26th June to Friday 4th August 2017 (30 working days)

Resolved

The above dates for inspection were agreed; a notice will be posted on the newly refurbished notice board outside the Village Hall.

c) Review of risk assessments (physical and financial risks) and insurance cover

Resolved

To circulate the current risk assessments to committee members for review and recommendations to be presented at the full Council meeting.

An informal discussion regarding the presentation of the monthly financial information sheet followed and it was

Resolved

- To get quotes for work on the Lych Gate
- To make enquiries about a local resident making two Safety Notices for the Very Old and Separate Churchyard (one for each entrance)
- Pavilion Revenue account: to show the annual budget of £1,000 under this heading, separate from the 'Budget Remaining' heading
- Add a 'General Reserves' line for any surplus

3 Recommendations to full Council

a) To recommend the full accounts with/out amendment(s) to be forwarded for internal audit

The annual accounts were audited by the internal auditor prior to this meeting (item 2a above).

b) To propose to full council the items in 2b above.

Resolved

c) To recommend the risk assessment findings with/out amendments, and any subsequent amendments to insurance cover.

See item 2c above

d) To immediately review insurance provision for the period 1st June 2017 to 31st May 2018.

The insurance proposal was briefly reviewed.

Resolved

The insurance proposal will be recommended to full council for approval, along with the annual insurance premium payment for insurance cover for the period 1st June 2017 to 31st May 2018.

5 Date, time and venue next monthly Parish Council meeting

The next full council meeting will be on Thursday 25th May, starting at 7.30pm in the Village Hall.

The meeting ended at 9.06pm

Signed **Dated**