

STOKE GABRIEL PARISH COUNCIL

Minutes from the Finance Committee meeting held on 18th July 2019 at 6.30pm at the Village Hall , Stoke Gabriel

Present; Cllrs Blood , King (arrived 6.45pm), Stobbart and Williams (Chairman)
Clerk - Karen Gilbert

19/07/01f - Apologies for absence - Cllr Hunt

19/07/02f Declaration of interest and to approve any dispensation requests

In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at South Hams District Council within 28 days of the change. - **NONE**

19/07/03f PUBLIC PARTICIPATION - NONE

19/07/04f To consider extra financial commitments for 19/20 (to date & anticipated) & effect on Budget

The Clerk had previously emailed concerns where expenditure was / expected to be in excess of Budget and also items not budgeted for at all. It was **NOTED** that items of Major Parish assets had been budgeted against income from the Section 106 agreement which it was anticipated , at the time , would be received within the 19/20 financial year

It was **NOTED** that these monies may not be forthcoming in the 19/20 Financial Year

It was **NOTED** that the majority of the PC's reserves had been spent on the Playground in February 2018 - to be replenished once the 106 monies were received

The Clerk therefore confirmed that it was inadvisable to enter into any unnecessary / unessential expenditure until such 106 monies are received

19/07/05f To consider the following matters

a) To revisit the Financial regulations and consider potential amendments

The Clerk advised that the version prepared by Cllr Williams was incorrect and that she would notify him where amendment was required

ACTION ; CLERK TO CORRECT INACCURACIES

b) To consider a draft Internal Control Document for approval by Full Council

This document was deemed acceptable to should be passed to Full Council in 09/19 for adoption

c) To consider the process for changing to internet banking

The current issues with Lloyds bank regarding signatories , its failure to amend the main bank statement mailing address and the need to ensure that all admin details with the bank are 100% correct before internet banking was considered - were all discussed at length .

It was **NOTED** that the discrepancy with the statement address was in due to a Lloyds error as the other 2 accounts had been amended satisfactorily

It was **NOTED** that one of the 3 existing signatories signatures differed from that held by the bank , causing the Clerk's last attempt to change the statement mailing address to fail

The Clerk asked the Committee to consider using Unity Bank - a bank tailored to the needs of local Councils .

ACTION ; COUNCILLOR TO CONTACT LLOYDS TO ARRANGE UPDATING SIGNATURE

**ACTION ; COMMITTEE MEMBERS TO RESEARCH UNITY BANK
ACTION ; CLERK TO OBTAIN SIGNATURES ON C.O. A LETTER**

d) To agree Risk Assessments

The following Risk assessments were agreed and adopted

Playground and orchard
Slipway

It was **NOTED** that a Financial Risk assessment and a general Parish Council risk assessment needed to be drawn up

e) To consider the business case re the Burial Ground

It was **AGREED** that the production of a business case for the potential Burial Ground would be deferred until the results of the Ground survey scheduled for 22nd July were known

f) To consider the business case re Cavanna building

The matter was discussed and it was **AGREED** that enquiries be made with regard to the level of Public interest in renting office space

g) To conclude and agree the Asset Register

It was **AGREED** that Cllr Stobbart had produced a comprehensive list . The Committee thanked hm for his hard work . The list of assets was **AGREED**

h) To address the implications for Insurance, of the changes in the Asset Register

The Clerk offered suggestions for the increase in cover for the Parish Council's Insurance Policy - which were **AGREED** by the Committee

**ACTION ; CLERK TO PRESENT AMENDMENTS TO FULL COUNCIL FOR
RATIFICATION**

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.40PM