



Minutes of Finance Committee meeting held on Monday 28th January 2019 at 7.30pm in the Cleobury Country Centre, Cleobury Mortimer.

Present:

Cllr Debbie Brown, Cllr Geoff Hainsworth and Cllr Jon Bodenham.
Finance Officer: Mrs D McBride

01.00.19F Democratic 15 minutes Public Time

There were no members of public present.

01.01.19F Apologies for absence

Apologies were received from Cllr Paul French.

**01.02.19F Declaration of interests:
Disclosable Pecuniary Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.
There were no interests declared.

01.03.19F To consider the Minutes of the Finance Committee Meeting held on Tuesday 11th December 2018

The Minutes from the Finance Committee meeting held on Tuesday 11th December 2018 were approved and signed.

01.04.19F To review Projects list and future planning

The Committee went through the Projects List. Projects identified for CIL funding need costings before requesting funding from Shropshire Council through the Expressions of Interest Form. Updated copy of Projects List attached with these Minutes.

01.05.19F To review 2018/19 accounts year-to-date

- Receipts and Payments were reviewed against budget and year-end forecast. It was noted that forecast indicates higher reserves at year-end than projected when budget for 2019/20 was set.
- Bank Reconciliation and ear-marked reserves were reviewed. Bank Reconciliation shows format error of £16.40 (due to Petty Cash expenditure which is being resolved by accounts package designer). Money precepted for additional cemetery land will be re-designated for projects in the QEII Park – dog training area, wildflower garden and bike trail.
- Petty Cash was reviewed and confirmed as being correct.
- A Debit Card payment was notified and confirmed for the purchase of phone box refurbishment materials.
- The Environmental Maintenance Grant has been approved. A schedule of work to be planned.
- VAT returns have been sent to HMRC.
- The Internal Auditor has sent her contract for the accounts for the current year – to be discussed at next Finance Committee meeting together with other annual reviews ie Cemetery Fees and Asset Register. Internal Audit appointment to be reviewed for next year as part of our internal controls.

01.06 19F To set date of next Finance Committee meeting

The next Finance Committee meeting will be on Monday 25th February 2019 at 12 noon.

Meeting closed at 8.40pm.

Signed Chairman: G Hainsworth

Date: 25th February 2019