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**Minutes of Finance Committee meeting held on Monday 15<sup>th</sup> April 2019 at 12 noon at the Cleobury Country Centre, Love Lane, Cleobury Mortimer.**

**Present:**

Cllr Debbie Brown, Cllr Geoff Hainsworth and Cllr Paul French.  
Finance Officer: Mrs D McBride

**04.00.19F Democratic 15 minutes Public Time**

There were no members of public present.

**04.01.19F Apologies for absence**

There were apologies from Cllr Jon Bodenham – personal commitment.

**04.02.19F 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.

**04.03.19F To consider the Minutes of the Finance Committee Meeting held on Monday 25<sup>th</sup> February 2019**

The Minutes from the Finance Committee meeting held on Monday 25<sup>th</sup> February 2019 were approved and signed.

**04.04.19F To review Projects list and future planning**

The Committee went through the Projects List. Projects in the QEII Cleobury Park and at Newbridge junction will be publicised at the Annual Parish Meeting. Cllr Hainsworth will contact Prysmian to arrange the replacement of the final six streetlights. Updated copy of Projects List attached with these Minutes.

**04.05.19F To review the draft 2018/19 accounts**

The draft accounts and all relating paperwork is with the Internal Auditor.

- Receipts and Payments were reviewed.
- Bank Reconciliation was reviewed.
- Ear-marked reserves were reviewed. The Capital Receipt balance of £274.43 is to be used on the next suitable project. Thereafter, publicise all the Capital Receipt projects to show where the money was spent. Projects will be checked to confirm that recipients have complied with their Conditions of Grant.
- Petty Cash was reviewed and confirmed as being correct.
- S.137 payments were reported.
- The Asset Register was reviewed. It was agreed that following a financial risk assessment on our street lights that the current insurance levels were adequate. They are all covered for Public Liability. The old shredder (£30) will be written off as broken and has been replaced. Cllr French will check the location and condition of all the benches on the Asset Register and help with annual inspection of tools and machinery.
- Debit Card payments were reported. Process is working well and Committee agreed that a copy of the Debit Card control sheet will be put with each invoice/payment for evidence.

**04.06 19F To receive Future Agenda items**

There were no additional matters raised.

**04.07.19F To set date of next Finance Committee meeting**

The next Finance Committee meeting will be on Monday 22<sup>nd</sup> July 2019 at 12 noon at the Cleobury County Centre, Cleobury Mortimer.

**Meeting closed at 12.49pm.**

**Signed Chairman:**

**Date:**