



**287/289 Kenilworth Road, Balsall Common CV7 7EL**

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## **Finance and General Purposes Committee Meeting**

**Approved Minutes of Finance and General Purpose Committee Meeting held on Wednesday 12 September 2018 at 7pm in the Westlake Room, Village Hall 112 Station Road, Balsall Common CV7 7FF**

### **Minutes**

Present: Councillor Will Heard (Chair), Councillor Christina O'Sullivan, Councillor Helen Dean, Councillor Judy Lea, Councillor Mark Tattum, Councillor Richard Lloyd and no members of the public

1. Apologies: There were no apologies.
2. Declaration of Interests: There were no declarations of interest.
3. To approve the Minutes of the Finance and General Purposes Committee Meeting held on 11 July 2018 as a true record.  
**The Minutes of the Finance and General Purposes Committee Meeting held on 11 July 2018 were approved as a true record.**
4. To note the Unapproved Minutes of the Facilities Sub-Committee Meeting held on 12 July 2018.  
The Unapproved Minutes of the Facilities Sub-Committee Meeting held on 12 July 2018 were noted.
5. To receive an update on the progress of resolutions of the last meeting.  
Item 5 re item 13 (8 May 2018), VAT reclaim for 2014/15 has been made and £10,247.51 paid by HMRC. 2017/18 VAT reclaim has been compiled and awaits submission.
6. Public Forum  
There were no members of the public present.
7. Proposal to note the outcome of the 2018/19 Q1 Internal Control checks and Bank Reconciliation checks by Councillors Helen Dean and Christina O'Sullivan.

It was noted that an error of £200.00 in May 2018 representing an unpaid cheque was omitted from the bank reconciliation provided by the bookkeeper, this has been rectified in the cashbook for May and June 2018.

8. Proposal to recommend the timetable for 2019/20 budget preparation to full Council.  
**Resolved to recommend approval of the timetable as amended for 2019/20 budget preparation as below, to full Council.**

date	meeting	action
12 .09.18	F & GP Committee	Recommend timetable to Parish Council
19.09.18	Parish Council	Approve timetable Request that <i>members</i> of Committee assess budget requirements for 2019/20
31.10.18		RFO/Clerk receives Committee estimates and assesses operating budget requirements for all budget heads
14.11.18	F & GP Committee	Establishes Budget Working Group to prepare budget and reserves rationale. Prepares draft budget figures and precept
21.11.18	Parish Council	Considers 6 monthly budget spend report for 2018/19 with variances reported. Considers for approval the budget rationale for 2019/20.
09.01.19	F & GP Committee	Recommends draft budget
16.01.19	Parish Council	Approves budget and precept

9. Proposal to recommend approval of a Schedule of Delegation to full Council.  
**Resolved to recommend approval of a Scheme of Delegation to full Council following minor corrections.**
10. Proposal to approve a Privacy Notice.  
**Resolved to approve a Privacy Notice.**
11. Proposal to approve a Procedure for Freedom of Information Requests.  
**Resolved to approve a Procedure for Freedom of Information Requests.**
12. Update of Freedom of Information requests received by the Council since the last meeting. It was noted that there had been no FOI requests made since the last meeting however an email had been received from the ICO relating to an FOI made in April 2018. The Council has also received an appeal against an FOI request made in April 2018.
13. Date of next meeting: Wednesday 14 November, 7.00pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

SIGNED ..... Will Heard (Chair)      DATE .....