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Finance and General Purposes Committee Meeting

Approved Minutes of Finance and General Purpose Committee Meeting held on Wednesday 14 November 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 12 September 2018 as a true record.
Resolved to approve the Minutes of the Finance and General Purposes Committee Meeting held on 12 September 2018 as a true record.
4. To receive an update on the progress of resolutions of the last meeting.
Item 5: VAT reclaim for 2017/18 is awaiting submission.
Item 8: The budget timetable was approved by full Council on 19 September 2018.
Item 9: A Schedule of Delegation was approved by full Council on 19 September 2018.
5. Public Forum
There were no members of the public present.
7. Proposal to note the outcome of the 2018/19 Q2 Internal Control checks and Bank Reconciliation checks by Councillor Richard Lloyd.
Resolved to note the outcome of the 2018/19 Q2 Internal Control checks and Bank Reconciliation checks by Councillor Richard Lloyd and the actions to be taken.
8. Proposal to consider the report of the external auditor PKF Littlejohn for the 2017/18 accounts and recommend acceptance to full Council.

Resolved to note the report of the external auditor PKF Littlejohn for the 2017/18 accounts and recommend acceptance to full Council.

9. Proposal to delegate to the Clerk a review of the Council's IT equipment.
Resolved to delegate to the Clerk a review of the Council's IT equipment.
10. Proposal to note the six monthly budget variation report.
Resolved to note the six monthly budget variation report.
Edge software expenditure to be charged to Admin – software and consumables budget.
11. Proposal to establish a Budget Working Group to:
(11.1) prepare a budget and reserves rationale for 2019/20 for presentation to Council on 21 November 2018,
(11.2) prepare draft budget figures and precept.
Resolved to establish a Budget Working Group consisting of the Chair of Finance and General Purposes Committee, the Chair of Facilities Committee and the Chairman of the full council to:
(11.1) prepare a budget and reserves rationale for 2019/20 for presentation to Council on 21 November 2018,
(11.2) prepare draft budget figures and precept.
and report to the next full Council.
12. Proposal to recommend adoption of a Gifts and Hospitality Policy and Procedure to full Council.
Resolved to recommend adoption of a Gifts and Hospitality Policy to full Council.
13. Update of Freedom of Information requests received by the Council since the last meeting. There have been no Freedom of Information requests received by the Council since the last meeting.
14. **Date of next meeting: Wednesday 9 January 2019, 7.00pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF**

SIGNED Will Heard (Chair) DATE