

**New Earswick Parish Council  
Finance Committee Minutes  
3 March 2016 16.15 hours**

<b>Attending Councillors:</b>	Carol Runciman (Chairman)	(CR)
	Elizabeth Jefferson	(EJ)
	Nik Milner	(NM)
<b>Apologies:</b>	Fiona Crawford	(FC)
	Lorraine Frankland	(LF)
<b>Assisting:</b>	Richard Revell	(RR)
<b>Clerk/Minute Taker:</b>	Sally Bruckshaw	(SB)

FC16.03.01 **Apologies for absence**

CR chaired the meeting, as LF was unable to attend.

FC16.03.02 **Declarations of interest**

**Cllr E Jefferson declared an interest in agenda item FC16.03.04 item 4.**

FC16.03.03 **To approve the minutes of the meeting of 3 December, 2015**

The minutes of the meeting held on 3 December, 2015 were approved as a correct record and signed by the Chairman. These had previously been circulated at the 18 January, 2016 full Council meeting.

FC16.03.04 **To decide how to advise the full Council regarding any grant applications that may have been submitted**

To date £5895 had been allocated under Section 137. Four further applications had been received. SB had contacted YLCA for advice regarding items 1 and 2.

1 All Saints' Church - Lighting of a path between New Earswick and Huntington Village - £5600 requested. Members considered that a grant of £800 would be appropriate, as this was a well used footpath.

2 St Andrews Church - To develop a new office and reception. Requested £3600 - proposed that £2000 be awarded.

3 Toolbox Project - To offer the provision of mechanic sessions during school holidays. Members supported the application for £1000.

4 Christ the Light Church - Provision of a helter-skelter at a cost of £900 plus VAT.

Members considered that it would not be an appropriate use of funding to award a grant for this single item. They asked that the applicant be requested to submit a further application for the wider summer fete project, showing the overall projected costs for the event. This would then be considered again.

It was noted that reports on the three projects being co-ordinated by JRHT which had received earlier funding had been received.

FC16.03.05 **To review the Council's Grant Application Form**

The wording on the 2016/17 form was to be amended:- To include a reference to the name of the overall project and ask how many people will your project serve. This was to clarify the scope of individual projects rather than the overall numbers of an organisation.

FC16.03.06 **To review the Council's Financial Agreement Form**

Reference was again to be made to the project name.

FC16.03.07 **To review the effectiveness of the Council's internal financial controls, including the Internal Audit**

The internal control and audit plan required under the Accounts and Audit Regulations was circulated for checking and was found to be satisfactory. It was agreed that it was good practice to have different Members undertake the quarterly checks on the accounts. SB confirmed that the annual internal audit had been arranged for Monday, 25 April. The auditor used a selection of tests and checks when carrying out the audit. The advice provided by YLCA for internal audit testing was noted.

FC16.03.08 **To examine the Council's insurance arrangements prior to the forthcoming policy renewal**

SB was to obtain two additional insurance quotations for the 2016-17 year which was due to be renewed on 1 June, 2016. RR asked whether the amount of excess on potential claims should be increased if this would reduce the amount of the overall premium.

FC16.03.09 **To recommend the level of the Chairman's Allowance for 2016-17**

Members agreed to recommend that the Chairman's Allowance be set at £400 for the next financial year.

FC16.03.10 **Workplace pensions - automatic enrolment**

SB was following the information provided by the Pension Regulator and would notify the Parish Council of potential suitable schemes to be in place from the staging date allocated to them. It was noted that provision had been made in the budget proposals to use a payroll provider if this became necessary.

FC16.03.11 **Future audit arrangements - sector led body**

Following further information regarding future audit arrangements, Members agreed that the full Council should be recommended to opt in to the new external audit arrangements. Should a Parish Council decided to opt out, they would be responsible for securing an external auditor themselves and negotiating fees.

An item would be included on the Parish Council agenda for 21 March.

FC16.03.12 **To confirm the time and date of the next meeting of this Committee**

The date of the next meeting would be held on Thursday, 9 June at 16.15 hours.

CR thanked the two Members who had attended to ensure that the meeting was able to go ahead. RR had decided not to continue attending the Finance Committee meetings. He was thanked again for his support which had been very much appreciated over the past year.

The meeting closed at 17.20 hours.

Signed \_\_\_\_\_ Chairman 9 June, 2016