

New Earswick Parish Council  
Finance Committee Minutes  
13 March 2017 16.00 hours

**Attending Councillors:** Carol Runciman (Chairman) (CR)  
Fiona Crawford (FC)  
Nik Milner (NM)

**Clerk/Minute Taker:** Sally Bruckshaw (SB)

FC17.03.01 **Election of a Chairman for the meeting**

CR was appointed as Chairman for the meeting.

FC17.03.02 **Apologies for absence**

Following the resignation of Cllr Frankland, there was one vacancy on the Finance Committee.

FC17.03.03 **Declarations of interest**

Councillor Crawford declared an interest in Agenda items 11 and 12.

FC17.03.04 **To approve the minutes of the meeting held on 30 November, 2016**

The minutes of the meeting held on 30 November, 2016 were approved as a correct record and signed by the Chairman.

FC17.03.05 **To decide how to advise the full Council regarding any grant applications that have been received**

Applications had been received from The Toolbox Project and We are Theatre. SB was to contact both organisations and request further financial details.

FC17.03.06 **To review the Council's Grant Application form**

It was agreed to expand the size of the form to allow more detail to be included. A question was to be added relating to Public Liability Insurance.

FC17.03.07 **To review the Council's Financial Agreement form**

It was agreed that another heading should be included under the office section to confirm when the six monthly report had been received.

FC17.03.08 **To review the effectiveness of the Council's internal financial controls, including the internal audit**

Members considered the Internal and External Audit requirements of the Parish Council. Under Internal Audit the wording was to be amended to show how the Annual Governance Statement and Accounting Statement were recorded. Income and expenditure was presented to Members on a monthly basis and a bank reconciliation on a quarterly basis.

The annual audit for the financial year 2016-17 was to take place on Tuesday, 25 April by Yorkshire Internal Audit Services. It was confirmed that they selected a variety of tests and checks on the accounts each year. As noted on the external audit certificate, SB to contact NS&I regarding year end statements.

FC17.03.09 **External audit arrangements 2017-18 - 2021-22 financial years**

YLCA had confirmed that PKF Littlejohn LLP would continue to undertake the external audit for Parish Councils in this area.

FC17.03.10 **To examine the Council's insurance arrangements prior to the forthcoming policy renewal**

Following a full review of insurance arrangements and alternative quotations being obtained in 2016, it was agreed that Zurich should remain as the Council's insurance provider at the next renewal.

FC17.03.11 **To recommend the level of the Chairman's Allowance for 2017-18**

It was agreed on a recommendation that the allowance remain at £400.

FC17.03.12 **Office provision at the Folk Hall - telephone/internet provider**

Following an initial meeting with JRHT regarding the changes taking place at the Folk Hall and the impact on office provision for the Parish Council. Members considered that the telephone/internet provider should remain until clarification was received relating to the use of the current office space.

FC17.03.13 **To confirm the time and date of the next meeting of this Committee**

The next meeting would be held on 8 June, 2017 at 16.00 hours. Later amended to 21 June, 2017 at 19.00 hours.

The meeting closed at 16.50 hours.

Signed \_\_\_\_\_ Chairman 21 June 2017