

**New Earswick Parish Council
Finance Committee Minutes
7 September 2017 19.00 hours**

Attending Councillors: Carol Runciman (Chairman) (CR)
Fiona Crawford (FC)
Christine Durrant (CD)

Clerk/Minute Taker: Sally Bruckshaw (SB)

FC17.09.01 **Apologies for absence**

None.

FC17.09.02 **Declarations of interest**

FC declared an interest in agenda item 4 relating to a grant application from JRHT.

FC17.09.03 **To approve the minutes of the meeting held on 21 June, 2017**

The minutes of the meeting held on 21 June, 2017 were approved as a correct record and signed by the Chairman.

FC17.09.04 **To decide how to advise the full Council regarding any grant applications that had been received**

An application had been received from JRHT for £5000 in support of the recently re-opened post office at the Folk Hall. Members agreed that this should be referred to the full Parish Council meeting in October. A representative from the Trust was to be asked to attend the meeting.

FC17.09.05 **To carry out the annual review of the Council's Assets Register and arrange for an on-site inspection**

The latest insurance valuations were to be updated. The items purchased since the last update (replacement kettle, mobile phone and laptop) were to be included. FC and SB were to agree a date to carry out the annual on-site inspection of external assets.

FC17.09.06 **To review the Council's Financial Risk Assessment**

The wording of the item relating to petty cash was to be amended. Under liabilities, staffing and pension provision were now dealt with by a Payroll Company. Compliance with Data Protection Regulations was to be added to the liability section.

FC17.09.07 **To examine the External Audit report for 2016/17**

The Annual Return had been returned from the External Auditors. Following the additional information they had requested, no matters of concern had been raised.

The notice of Conclusion of Audit would be posted on the web site and notice boards.

FC17.09.08 **Grant application to the NALC Transparency Fund**

SB was finalising the application to the Transparency Fund, this would mainly relate to an amount to cover staff time.

FC17.09.09 **To confirm the date and time of the next meeting**

The next meeting was to be held on Monday, 4 December, 2017 at 15.00 hours at the temporary office at Tanner's Yard.

The meeting closed at 19.20 hours.

Signed _____ Chairman 4 December, 2017