

**New Earswick Parish Council
Finance Committee Minutes
12 April 2018 16.00 hours**

Attending Councillors:	Carol Runciman (Chairman)	(CR)
	Fiona Crawford	(FC)
	Christine Durrant	(CD)
	Audrey Steel	(AS)
Clerk/Minute Taker:	Sally Bruckshaw	(SB)

FC18.04.01 **Apologies for absence**

None.

FC18.04.02 **Declarations of interest**

FC declared an interest in item FC18.04.11.

FC18.04.03 **To approve the minutes of the meeting held on 4 December, 2017**

The minutes of the meeting held on 4 December, 2017 were approved as a correct record and signed by FC. CR joined the meeting at this item.

FC18.04.04 **To decide how to advise the full Council regarding any grant applications that have been received**

Members considered the following two applications:-

A Film at the Folk Hall - Assistance with annual costs. Members were to recommend a grant of £430.00.

B The Rowntree Society - Gardens in the Garden Village project. This application covered a range of materials required to start the project. Members were to recommend a grant of £500 towards the photographic exhibition element of the project.

FC18.04.05 **Office provision for the Parish Council - update**

Since the 19.3.18 meeting of the full Council, no further information had been received from JRHT. Their representative attending that meeting had notified Members that they would be basing the room hire on the terms of a licence rather than a lease.

FC18.04.06 **Huntington Burial Authority - annual audit requirements**

Following a meeting held on 14.3.18 between the Chairmen of each of the three Parish Councils represented on the Burial Authority, it had been agreed that the

figures included in the current constitution would be used as the basis for the Annual Return (20% New Earswick).

FC18.04.07 **To review the effectiveness of the Council's internal financial controls, including the internal audit and exempt status**

Members considered the effectiveness of the internal audit requirements of the Parish Council and would recommend to full Council that they be accepted. The exempt status of a Parish Council could not be confirmed to the external auditor until after the year end audit. However, the inclusion of the Burial Authority figures meant that New Earswick would not be eligible to claim exempt status. It had been confirmed that the external auditors would continue to be PKF Littlejohn LLP.

FC18.04.08 **To review the Council's Grant Application form**

The content of the form was to remain the same plus the addition of information relating to the new General Data Protection Regulations (GDPR) which was to come into force in May.

FC18.04.09 **To review the Council's Financial Agreement form**

The content of the form was to remain the same plus the addition of information relating to the GDPR.

FC18.04.10 **To examine the Council's insurance arrangements**

SB had contacted the Council's Insurers to clarify any changes required by the GDPR. Members agreed that the Council should remain with the existing insurance company for the period commencing 1.6.18.

FC18.04.11 **To recommend the level of the Chairman's Allowance for 2018-19**

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

FC18.04.12 **To confirm the time and date of the next meeting**

The next meeting was to take place on Thursday, 14 June, 2018 at 16.00 hours at the Folk Hall.

The meeting closed at 16.40 hours.

Signed _____ Chairman, 14 June 2018