

MINSTER PARISH COUNCIL

POLICY & FINANCE COMMITTEE

**Minutes of the Committee meeting held on Tuesday 23rd May 2018
in the Neighbourhood Centre, 4a Monkton Road, Minster at 11.35am.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Dr. Jones, Quittenden

In Attendance: Kyla Lamb (Clerk/RFO)

29. APOLOGIES

Apologies were received from Cllrs Bailey and Mrs Taylor.

30. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the committee for the year 2018/19.

Councillor Quittenden in the Chair

31. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Danny Day be appointed Vice Chairman of the committee for the year 2018/19.

32. MEMBERS' INTEREST

No declarations of interest, or deregistration, were made.

33. MINUTES

RESOLVED: that the Minutes of the meeting held on 2nd January 2018 be approved and signed by the Chairman.

34. ANNUAL RETURN OF ACCOUNTS TO 31 MARCH 2018

The Clerk submitted documentation for the following and reported on the Internal Auditor's report and responded to Members' questions as appropriate.

Accounts to 31 March 2018

Annual return figures to 31 March 2018

Copy of Internal Auditor's report for 31 March 2018

Bank reconciliation and Statement of Internal Control at 31 March 2018

Allocation of reserves at 31 March 2018.

RESOLVED: that it be recommended to Council that the Accounts to 31st March 2018, Annual Return and supporting documents be approved.

35. REVIEW OF ANNUAL RISK MANAGEMENT STATEMENT AND FIXED ASSET REGISTER

Members **AGREED** the current fixed asset register together with the updated Annual Risk Management statement for the forthcoming year be approved.

36. MINSTER SCHOOL LEAVERS PARTY

Cllr Gimes has asked that members consider providing some funding for the leavers party at Minster School this year on 19th July from the Clarkes Educational Fund held in Minster Parish Councils reserves.

RESOLVED: that £100.00 be provided from the Clarkes Educational Fund held in Parish Council Reserves.

36. ALL WEATHER PITCH INCOME AND EXPENDITURE

The Clerk has updated a summary of the income and expenditure from 2008 to 2018 for the pitch. The Clerk reported that the surplus of income over expenditure this year to add to the sinking fund was £11408 giving a total fund to date of £84468 held in reserves.

Signed:

Chairman
Meeting closed at 12.08pm