15/16/029

Minutes of the Meeting of the Finance Committee of Quatt Malvern Parish Council held on Thursday 31st March 2016

119. Present

Mr L E Chitty (Chairman)

Cllrs D. J. Purchase and Mrs J. A. Yates

120. Also Present

Messrs W.S. Griffiths (Clerk and Responsible Financial Officer)

Mr. M. J. Massey (Retiring Clerk and Responsible Financial Officer)

121. Apologies for Absence

No apologies for absence were received

122. Declaration of Interests

No interests were declared

123. Annual Governance Statement

The Annual Governance Statement, required to be completed for the External Audit of the Council’s finances, was received, and considered.

Resolved that the Annual Governance Statement be approved and signed by the Chairman and by the Clerk/Responsible Financial Officer accordingly.

124. Accounts for Year Ending 31st March 2016

The accounts for the year ending 31st March 2016 were received and considered.

Resolved that the accounts be approved and signed by the Chairman and by the Clerk/Responsible Financial Officer accordingly.

125. Annual Accounting Statement

The Annual Accounting Statement, required to be completed for the External Audit of the Council’s finances, was received and considered.

Resolved that the Accounting statement be approved and signed by the Chairman and by the Clerk/Responsible Financial Officer accordingly.

126. Bank Mandate

Resolved that a new bank mandate be approved and signed by the parties concerned, the terms of the Mandate to be as follows:

1. That cheques must be signed by any two members of the Council and countersigned by the Clerk/Responsible Financial Officer.
2. That the Clerk/Responsible Financial Officer shall make monthly payments of salary and income tax (PAYE) by direct debit payment from the Council’s bank account.

15/16/030

127. Petty Cash Book

Resolved that the Petty Cash Book be certified and signed by the Chairman.

128. Date for Exercise of Electors Rights

Resolved that the date for the exercise of Electors Rights to inspect the finances of the Council be Monday 13th June 2016 until Monday 25th July 2016.

129. Date of Next Meeting

The Annual Meeting of Quatt Malvern Parish Council will be held on Thursday 26th May 2016 at Quatt Village Hall at 7.30 pm.